

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

October 27, 2020

1. The meeting was held at the District Building at 3:00 PM on October 27, 2020. Present were: Commissioners Lynn Aibejeris, Gennie Malone, Willi Huxford, Steve Brown, and Diane Carlton. TCWSD 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. Election of New Officers 2020-21 Fiscal Year. Chairman Aibejeris surrendered the gavel to Commissioner Malone. **Commissioner Malone asked if there were any nominations and there were none. Commissioner Brown made a motion to continue the current slate of officers. Commissioner Huxford offered a second. Chairman Malone asked for further discussion. There was none. By unanimous vote of the remaining Commissioners, the motion was approved.**
4. There were three guest, Trevor Burch, Travis Covington, and Bill Menadier with Dewberry. The floor was opened for non-agendaed items – there were none.
5. The Public Hearing for the Water Improvements began at 3:05 P.M. Trevor Burch discussed what has been accomplished so far and the next steps that need to be taken. An Environmental Assessment, a Cultural Resource Analysis and Gopher Tortoise Survey are the major steps. Trevor asked if there were any questions and comments from the Board or the public. Commissioner Brown asking what loan/grant packages were available to the District and Trevor discussed the State Revolving Fund with possible 70% forgiveness depending on what we would qualify for. We do have \$174,000 remaining in our 100% grant for the planning and design portion and will work to acquire more funding sources as the project is ready for construction. Mary Gavin attended by telephone and commented that when an application is made for construction funding, she will work with us to obtain the best funding possible. No other members of the public participated. A resolution adopting the facilities plan was presented and read by title to the Board. Chairman Aibejeris asked for a motion to approve Resolution 2020-03. **Commissioner Huxford made a motion to accept approve Resolution 2020-03. Commissioner Brown offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote of the remaining Commissioners, the motion was approved.**
6. Update on Water Improvements Project. Trevor discussed the basic outline for the next steps of our Water Improvements Project. We have now completed the Public Hearing and Resolution which will allow us to move forward. A Task Order for the Design Phase was presented to the Board. Trevor presented a Task Order for Planning and Design for \$209,365.00. Costs not included in that total are permit fees, gopher tortoise surveying, permitting, and relocation, laboratory fees, historical/cultural resource survey and assessment, wetland delineations, threatened & endangered

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species surveys or permitting, and test well construction/equipment. The anticipated costs for these additional items are anticipated to be less than \$50,000 but could increase based on the amount of land that will need to be included. The engineers will try and limit all the work to the impacted areas within the project and not the entire 40 acres. Mary Gavin questioned Trevor about the tribal comments and asked if they were asking for an archeological survey. Travis responded that one of the tribes was going to ask for a cultural assessment. After the \$174,000.00 grant is expended, this would leave the District with a shortfall of \$35,365.00. Lynette spoke with Richard Powell the Board's Auditor and he indicated that the Board has a Contingency Reserve Account set up for just this purpose and that any additional needed funds could be drawn from this account. Trevor also announced that we have been awarded \$100,000 from Suwanee River Water Management District to fund some of our neighborhood meters. SRWMD also expressed interest in funding future neighborhood meters if the project is a success. Chairman Aibejeris asked if there was a motion to approve the Task Order. **Commissioner Malone made a motion to accept the Task Order. 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.**

7. The Public Hearing for the Additional Sewage Access Fee began at 3:40 P.M. Lynette discussed the emails and letters that had been received by the Board from members of the public. The Board reviewed the letters and discussed that all the letters were against the proposed fee. Lynette then gave an overview of the calls the Board had received prior to the meeting which were again against the proposed fee, with one caller expressing approval. Suggestions were received that ranged from charging people for the repairs, assessing a fee on only those customers who used services, grandfathering in everyone as of today and only charging the fee to new customers, and allowing customers to install and maintain their own pumps. One suggestion that stood out was to increase the monthly grinder pump fee to help pay for the increasing costs. This fee has stayed the same since its inception in 2016. Increasing the fee from \$12.50 to \$15.00 or perhaps \$20.00 per month would help offset these costs and would be equally applied to all customers. The cost to the District for a new grinder pump is approximately \$1,600. We recycle pumps as often as possible, sending them off to be repaired with a maximum budget of \$800 per repair. The monthly \$12.50 per pump per month fee that is charged generated \$74,699.76 last fiscal year. Our costs for just repairing and replacing the pumps themselves was \$78,126.62. These costs do not include time, labor, and associated other costs. Commissioner Huxford indicated that his position has not changed since this Access Fee was first discussed. He does not support the \$45 fee but was open to other options. Commissioner Malone brought up the possibility of charging for service calls that included parts and labor. Commissioner Carlton said that the intent of the \$12.50 grinder pump fee was to help cover service fees and parts and labor and that perhaps that amount was not enough. Commissioner Huxford stated that because the District owns the equipment and maintains it, increasing the monthly fee might help with those expenses. Commissioner Carlton agreed with Commissioner Huxford that an across the board increase in the monthly fee could possibly be the best and fairest way to add funds, and she did not support the \$45 Sewage Access Fee. Lynette discussed the problem with enforcement and paperwork every month, and the burden on the field staff during meter reading time would be a nightmare. Commissioner Carlton agreed and suggested a concerted effort of informing our customers about flushing their systems would make a good impact as well. Commissioner Brown agreed that a \$45 fee would be difficult to put into place, but that the people who are taking care of their systems will be paying for the people who do not but he explained that he didn't have

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any better solutions. Lynette ran some numbers to indicate that if the Board increased the grinder pump fee to \$15.00 per month it would cost the customers \$30.00 more per year. If we increased the fee to \$20.00 per month it would cost the customers \$90.00 more per year. Commissioner Carlton asked if an increase of \$15.00 would be enough to cover the anticipated costs, or did we need to look at \$20.00 per month. Commissioner Carlton reminded the Board that the initial implementation of the grinder pump fee helped save the District after Hurricane Hermine. We were able to fund the repair and replacement of many pumps that were damaged without having to dip into the District's reserves. Public comment was then opened. Approximately 31 members of the public attended by telephone with comments and suggestions from 22 people. The majority of callers indicated that they better understood the need for an increase in some kind to help pay for repairs and replacement of grinder pumps after listening to the Board's discussion, but did not want the proposed \$45.00 Sewage Access fee as it was advertised. We had two callers express support for the fee. The Board decided not to implement the advertised Additional Sewage Access Fee and will review an increase in the monthly Grinder Pump Fee at our meeting on November 17, 2020.

8. Approval of minutes from the September 22, 2020 Board Meeting - Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Huxford made a motion to accept the minutes as presented. 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.**
9. **Staff and Committee Reports**
 - a. **Director Report – Kristi Hathcock** - Kristi reported the Water and Sewer sales for the month of September 2020 were \$48,467.52, \$6,872.81 below the budgeted amount of \$55,340.33. There were no past due customers. There were two turned off accounts, one at Cedar Island and one on the Truck Route. There were no changes in membership. There were thirty-five adjustments totaling \$3,247.85. There were four mis-read meter adjustments totaling \$121.68, two other adjustments due to unknown meter damage and a reverse turn-off due to property sale totaling \$1,570.45, three late fee adjustments totaling \$26.16, fourteen non-potable water/second meter adjustments totaling \$343.68, seven transfer fee adjustments totaling \$700.00, three one-time adjustment requests totaling \$2,285.88, and two disconnect fees totaling \$400.00. Chairman Aibejeris called for a motion to accept the Director's Report as given. **Commissioner Carlton made a motion to accept the Director's Report for September. 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 was one other billing clerk item - On October 23, 2020, I called the Slaughters to warn them that they had a high-water usage of 43,000 gallons. They told me that someone ran over their meter breaking the pipe on their side of the meter and they had it repaired. Mrs. Slaughter asked for an adjustment to her bill. I explained that because they had a one-time adjustment of \$112.18 on 6/25/2014, I could ask the Board for an adjustment to their sewer charges. Their total bill is \$539.51 and their 6-month average showed minimum usage. A sewer credit of \$286.40 with the customer paying for all water used could be applied, making their new bill \$253.11. We have done this in the past for a large second water loss. Commissioner Carlton stated she did not see a problem with giving them a sewer adjustment and the other commissioners agreed with Commissioner Carlton.

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- c. **Financial Reports – Lynette Senter**– reported that the sales including new memberships for the month of September 2020 were \$48,467.52, \$6,872.81 below the budget amount of \$55,340.33. Exception expenses included \$1,823.50 for legal expenses, \$730.09 for a new door answering system, \$490.00 for A/C Repairs and thermostat, \$858.40 for new phones for David and Jeremy, and \$3,587.43 for restocking sewer parts. Total Expenses for September 2020 were \$49,647.52. Total Net Income for September 2020 was -\$1,180.00. Chairman Aibejeris called for a motion to accept the Financial Reports as given. **Commissioner Huxford made a motion to accept the Financial Report for September 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** – The Water Audit for September 2020 showed an estimated water loss of 8.76%
- e. **Other Office Manager Items-** Lynette Senter
 - (1) Our new door opening, and camera system has been installed. We have a ring doorbell camera and a Schlage smart lock. There is a learning curve, but it is going well so far.
 - (2) I spoke with Richard Powell on Monday and he will be at our November board meeting to go over the last Audit.
 - (3) We have received \$30,000 from SRF for the money they awarded us for the Preliminary Engineering of the Water Improvements Project.
 - (4) Jeremy was back at work yesterday and is feeling better.
 - (5) Our office iPad which we use as the time clock will need to be replaced soon. The touch screen is malfunctioning, and the battery will not hold a charge. This was purchased in 2015. I have called our Verizon rep to see if they are running any sales. I am using my cell phone to run our current office door system and would like to transfer that to the iPad when it is upgraded.

10. New Business

- a. Connection Exemption Form – Our attorney created a Connection Exemption form which I provided in your board package. Commissioner Huxford asked why the form said Taylor County instead of Taylor Coastal and I explained that the Connection Ordinance is the County's Ordinance. We will need to update our ordinances after the first of the year as part of our review process and will make the necessary corrections to our own ordinances at that time. **Commissioner Aibejeris requested a motion to approve to Connection Exemption Form. Commissioner Carlton made a motion to approve the Connection Exemption Form prepared by the board's attorney. Commissioner Brown offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote of the remaining Commissioners, the motion was approved.**
- b. Future Service Requests:
 - (1) Tony Brown Parcel ID# 07021-050 – We discussed this property in a previous meeting, but Mr. Brown has now made a formal request for service. Mr. Brown's

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property is between Sea Hawk Lane and Tern Road on Cedar Island. Mr. Brown originally owned the entire parcel as indicated. Several years ago, he divided his parcel and sold off the portion with his water and sewer hook-up to the Griffin's. He then sold the other smaller portion, but has since purchased it back. He made a request for service on the parcel he has left but the problem is that parcel has never been divided into lots until he portioned off a piece of it. We have a few other parcels within the District that could be affected by this decision. Granting service to a newly created property such as Mr. Brown's may create a precedent. The Board asked that we discuss this with our Attorney and get his opinion before deciding.

- (2) Stephanie Weldon Parcel ID# 06380-000 –Mrs. Weldon purchased a property at Keaton Beach on Marina Road that has a home on one lot and empty lot next to it. She has requested water and sewer service on the lot that does not have a home on it. We verified on the map that the other lot does have a future connection box. The Board agreed with the Office that this was another mapping error, and that service should be provided. **Commissioner Huxford made a motion to grant service to Stephanie Weldon. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**
 - (3) Ray Curtis Parcel ID# 07193-000 – We had a request on October 19, 2020 from Mr. Ray Curtis regarding the property his father and mother recently purchased on Fish Creek Road. Mr. Curtis was asking about the maximum number of hookups that were available to the property. I wrote a response and forwarded to the Board's attorney for review. Mr. Boyd agreed that this parcel received the one water and sewer hookup that was intended and that this parcel may be eligible for our Exemption Program. The Board agreed that this was the proper response.
- c. Approval of the 2020-21 Board and Holiday Calendar – Kristi prepared this for your approval and once approved, it will be placed on the website. **Commissioner Huxford made a motion to approve the 2020-21 Board and Holiday Calendar for Taylor Coastal Water and Sewer District. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**
 - d. Repair/Improvement at WWTP – Wear and tear, corrosion, and aging equipment at the Wastewater Treatment Plant is an ongoing concern of the District. The air line that feeds air into the tank to keep the tank healthy and the aerobic system going, is deteriorating and will need to be replaced. The staff have painted and coated the lines over the years, but it is time they now need to be replaced. David came up with a plan to not only replace the air lines, but to raise them higher so that they are not subjected to as much corrosion. David then talked with Ron and they called Shaw's Welding to come and see what kind of design would be best. Shaw's Welding has come out twice and David, Ron, and the welder came up with a plan that will replace and improve the system. We received a quote from Shaw's Welding for the work totaling \$16,100.00 which includes the cost for the crane. David will work with Shaw's to get the project going.

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Commissioner Aibejeris requested a motion to approve the Repair/Improvement at the WWTP. Commissioner Huxford made a motion the bid for Shaw's Welding for Repairs to the Effluent tanks and the amount \$16,100.00. 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.

- e. Well Repair – A few weeks ago, I notified the Board that our 6-inch well at the Water Treatment Plant had stopped working and we were switching to our 4-inch well. After a visit from Ron's Electric it was determined that it was not the well itself but the Variable Frequency Drive (VFD) which controls the well. Ron contacted the VFD manufacturer and after consulting with them and a visit from their repairman, it was determined that due to the age of the original equipment, a replacement drive would have to be ordered and installed. We received a quote from Sander's Company for \$3,261.21 to replace and install the new drive. The drive arrived at the plant, but due to some changeovers at Sander's our original repairman was unable to come and do the installation. Ron called Ron's Electric and they responded immediately. The driver was installed and programmed and online within two days. Sander's will be giving us a discount due to their inability to install the drive. Once the well was back online the rust that had settled in the well and some of the lines was stirred up in the water. Commissioner Malone and I each got a call about rust being in the water. I called Ron who asked David to turn on a blow-off down the line to pull the clearer water along the routes. This cleared up the problem within hours.

11. Old Business

- a. Update on Hurricane Hermine repairs, expenses, and Public Assistance from the Florida PA – There is still no progress with Florida Public Assistance. They are not processing any submittals from contractors. I am going to do the Quarterly Reports which are all zeros and moving on.
- b. Updated Grinder Pump User Count – This was covered during the public hearing.
- c. The board of Taylor County Commissioners have appointed Lori Reichard to fill one of our empty board positions. The day after they did that, I called Mrs. Reichard and she informed that she was just diagnosed with spinal cancer. From what she was told it is treatable, but it is going to take meetings with her doctors and oncologists to come up with a treatment plan. I spoke with LaWanda about it and she told me she sees no problem with it at all if you all were okay with giving her a couple of months. We will wait and reevaluate the situation at our January 2021 meeting

12. Closing Remarks Commissioners/Staff

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

13. Motion to Adjourn

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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 5:49 P.M.

Board Actions:

1. Election of new officers for Fiscal Year 2020-2021
2. Approval of Resolution 2020-03, Water Improvements Facilities Plan
3. Approval of Task Order for Planning and Design Phase of Water Improvements Project
4. Approval of the minutes of the September 22, 2020, regular Board Meeting
5. Approval of the September 2020 Directors Reports
6. Approval of the September 2020 Financial Reports
7. Approval of the Connection Exemption Form
8. Approval of water and sewer service to Stephanie Weldon – Parcel ID 06380-000
9. Approval of 2020-2021 Board and Holiday Calendar
10. Approval of repairs to the WWTP



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