

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

November 19, 2019 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on November 19, 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. Commissioner Steve Brown led in prayer and the pledge of allegiance to the flag.
3. The guests present were Charlie Johns and Travis McCoy of Four Rivers.
4. Commissioner Weste submitted his letter of resignation and left the meeting.
5. The floor was opened for non-agendaed items – there were none.
6. Charlie Johns from Four Rivers presented the Board with a proposed plan for a 24-unit RV park to be re-established on the former Keaton Beach Marina site. The Board reviewed the plan and has decided to contact the engineering firm, Jones-Edmunds who designed the original wastewater treatment infrastructure, and ask that they work with Four Rivers on this plan.
6. Approval of minutes for the regular commission meeting on October 24, 2019. 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.**
7. **Staff and Committee Reports**
  - a. **Director Report – Kristi Hathcock** - Kristi reported the Water and Sewer sales for the month of October were \$57,239.83, \$1,899.49 over the budgeted amount of \$55,340.34. There was one turned off account, Mallin #341. There was one past due account; Bowden #431 for \$377.81. The customer's account is paid in full. There was one change in membership, Lambert #670 for water and sewer. There were twenty-three adjustments totaling (\$312.07). There was one misread meter adjustment totaling (\$9.09), one returned payment fee totaling (\$5.00), three data input error adjustments totaling (\$300.00), one refund for credit balance totaling (\$261.48), eight non-potable water/second meters totaling (\$601.44), seven transfer fees totaling (\$300.00), one disconnect fee for water and sewer totaling (\$200.00), and one lien fee totaling (\$143.88). Chairman Aibejeris called for a motion to accept the Director's Report as given. **Commissioner Huxford made a motion to accept the Director's Report for October 2019 as presented. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**

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- b. **Other Billing Clerk Items – Kristi Hathcock** – There were no other billing clerk items.
- c. **Financial Reports – Lynette Senter** – Lynette reported that the sales including new memberships for the month of October were \$57,239.83, \$1,899.49 over budgeted amount of \$55,340.34. Exception expenses were \$4,554.22 for water tank maintenance contracts. Total Net Income for October 2019 was \$29,141.44. Chairman Aibejeris called for a motion to accept the Financial Reports as given. **Commissioner Spradley made a motion to accept the Financial Reports for October 2019 as presented. Commissioner Malone 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) The 2018-19 Audit has begun and is going well. We also completed an Audit of our Workers' Compensation insurance.
  - (2) We are working on getting the new computers online. We are making sure that everything gets transferred and updated as necessary.
  - (3) We have been experiencing problems with our DSL line for several months. Consolidated Communications has replaced our modem and worked on our wiring, but the service is very slow and continues to drop. We were asked by Consolidated to consider a direct service line at a cost of \$1,200. I explained that our budget was very important so they did an account review and said they could save us around \$100 per month on our bill and asked that we sign a 36-month agreement. I agreed to the new direct line plan as it will pay for itself within one year and the District will save approximately \$2,400 over the remaining two years of the contract. They have already begun to work on the new service
  - (4) Water Audit – we are still experiencing a higher than normal loss on our water audit. Both Ron and David are continuing to check for leaks.
  - (5) We have located a thumb drive containing the majority of our maps reproduced electronically. A copy is available for review at the office and can be provided to any Board Member who would like one.
  - (6) I am still working on the hookups that were done outside the original platted lots and homes, and have identified 13 parcels that are affected. 10 of the parcels are part of the Lindsey Island property which was agreed to the Board back in 2004. I will finish getting together the maps and identifying information and submit it to USDA the first week in December.

**8. New Business**

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- a. Request for Information from attorney Ray Curtis - On November 5, 2019 we received an email from Attorney Ray Curtis making a Public Records Request. I forwarded the request to Mike Smith, asking for his advice. I told Mr. Smith that I would begin pulling the information Mr. Curtis had requested and was concerned that I wouldn't be able to get it done by November 20, 2019. Most of the documentation was available electronically, but he requested copies of every map we had of our water and sewer lines. I explained to Mr. Smith that it would not be possible to copy the maps in-house and that it would be a huge undertaking. Mr. Curtis also requested a copy of the audio recording but we prepare the minutes the next day after the Board meeting and the recording had already been erased.

Mr. Smith responded to Mr. Curtis on November 7<sup>th</sup> expressing his concern about the volume of documentation he had requested and letting Mr. Curtis know that we were undergoing our annual audit and our time was limited by the part-time employment of the District staff. He also explained that Mr. Curtis could at any time visit the District Office and look at the maps.

On November 12<sup>th</sup>, I emailed Mr. Smith the documents I had compiled and explained that while I was pulling a file of older correspondence, a thumb drive fell out that contained the digitized maps of Phase I, Phase II and Phase IIa and that I could provide those maps to Mr. Curtis via thumb drive.

Mr. Curtis responded to Mr. Smith on November 13<sup>th</sup> citing case law and still requesting the large maps.

On November 13<sup>th</sup>, Mr. Smith reviewed the documents and told me that everything could be forwarded to Mr. Curtis. When I emailed Mr. Curtis, I attached all of the documents and I explained that I would be happy to drop off a thumb drive containing the maps to his office. I also explained that we did not keep the recordings of the Board Meetings after the minutes were complete. He replied with a link to a file upload service and I uploaded some of the maps. His upload service failed before I could finish uploading the maps and as of today, I have not received a reply to my inquiry about fixing the link.

## **9. Old Business**

- a. The Hurricane Hermine Public Assistance will be closed out in the next few weeks. All payouts have been received and the account was reviewed.
- 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. The Office has been contacted by a realtor and the owner of a property at the end of Marina Road. The original parcel had two hookups, but a lot containing one of the sewer hookups was divided out and sold, leaving one hookup for the remaining parcel. I explained to the owner that no other hookups would be available at this time. He asked about multi-family housing and I explained that only one single family residence or 1 RV was allowed for that hookup. He stated he would explore other options.

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- d. After help from Ron's electric and telephone guidance from the manufacturer, the WWTP Chlorine Pumps are installed and operating properly. The new paddle/propeller has been installed in the mixer tank at the WWTP. Tater Padgett was a no-show with his crane despite being reminded several times. The technician, Ron, and David pumped down the tank so they were able to get the new blade installed without pulling the entire shaft out. We will have to have some more maintenance welding done to ensure the motor and shaft are held in place and continue to operate efficiently.

**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**

**Vice Chairman Malone requested a Motion to Adjourn. Commissioner Huxford made a motion to adjourn the meeting. Commissioner Brown offered a second. The meeting adjourned at 4:43 P.M.**

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Board Actions:

- 1. Approval of the minutes of the October 22, 2019 regular Board Meeting
- 2. Approval of the October 22, 2019 Directors Report
- 3. Approval of the October 22, 2019 Financial Reports



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