

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

March 23, 2021

1. The meeting was held at the District Building at 3:00 PM on March 23, 2021. Present were: Commissioners Gennie Malone, Willi Huxford, Steve Brown, Diane Carlton, and Dave Dall. Commissioner Aibejeris was absent. TCWSD Staff present were Kristi Hathcock and Lynette Senter. Chairman Malone 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 meeting was available for call-in guests but closed to in-person guests. Instructions were given regarding the call-in procedures. The floor was opened for non-agendaed items – there were none.
4. A representative from Dewberry was not available.
5. Approval of minutes from the February 23, 2021 Board Meeting - Chairman Malone asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Carlton made a motion to accept the minutes as presented. 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.**
6. **Staff and Committee Reports**
 - a. **Directors Report – Kristi Hathcock** - Kristi reported the Water and Sewer sales for the month of February 2021 were \$76,402.52, \$19,183.19 above the budget estimate of \$57,219.33. There was one past-due customer at Ezell Beach. There were no turned off accounts. There were four change in memberships: three at Cedar Island and one at Keaton Beach. There were fifteen adjustments totaling \$352.20. There was one returned check totaling \$89.02, one returned check fee totaling \$5.00, one other adjustment due to suspected water loss totaling \$56.94, seven non-potable water/second meter adjustments totaling \$234.88, four transfer fee adjustments totaling \$400.00, and one reconnect fee due to the field staff having to relocate water meter box totaling \$150.00. **Commissioner Brown made a motion to accept the Director's Report for February 2021. Commissioner Huxford offered a second. Chairman Malone 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. Mrs. Joyce Miller contacts the district every fall and asks us to turn her meter off. Ms. Miller called in December and asked if we would drip her faucets under her house due to anticipated freezing temperatures. David turned on her meter so that her faucets would drip. Ms. Miller forgot to call us to tell us to turn off her faucets until she received her bill for 4,000 gallons. David turned the off the faucets but left the meter on and the next month Ms. Miller had a

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- usage of 10,000 gallons of water. We checked for leaks and meter problems but were unable to determine how the water was used. We believe that water theft may have happened during this period. The Board authorized an “other adjustment” be made to Ms. Miller account.
- c. **Financial Reports – Lynette Senter**– The sales including new memberships for the month of February 2021 were \$76,402.52, \$19,183.19 over the budget estimate of \$57,219.33. Exception expenses include \$13,240.00 for the purchase of new grinder pumps and \$1,635.00 for additional water department testing for our 7-year testing cycle. Total Expenses for February 2021 were \$55,682.23. We received \$940.61 for customer repair reimbursement, and \$40.32 in interest. Total Net Income for February 2021 was \$23,701.22. **Commissioner Huxford made a motion to accept the Financial Report for February 2021. Commissioner Carlton offered a second. Chairman Malone called for further discussion. There was none. By unanimous vote, the motion was approved.**
- d. **Water Audits** – The water audit for February 2021 shows an estimated water loss of 19.93%. We suspect that a leak found near the bridge on Keaton Beach Drive had been leaking for some time.
- e. **Other Office Manager Items- Lynette Senter**
- (1) Our Audit was completed in two days. We will be contacting a Quick Books Expert for assistance in cleaning up our reports.
 - (2) The air valves are approximately 70% done and they are continuing to work on them. Some additional work is being done on the protective grates and more painting will continue.
 - (3) I have discussed water sharing with several customers at Cedar Island. A couple of calls were about a large lot that is owned by one person but has several RV’s. We re-searched the property and determined that no water sharing was occurring.
 - (4) We have had the WTP spray field sprayed for weeds so we can be ready for mowing season.
 - (5) We have been given three more electronic read meters from Water Werks, Inc. to install and try out in the field. We placed one at Lynn Aibejeris, one at Chuck Morgan’s on Marina Drive where we have unexplained water loss and one at the Schambeau’s on Cedar Island who have a pool. These test runs are going to help us see how these meters work in the field and familiarize our staff with how to install and operate them.
 - (6) I had some discussions with a customer whose contractor damaged our sewer lines when placing poles for a pole barn. She wanted us to bill the contractor, but I

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explained that we had to bill the property owner. I mentioned that she can collect from them for the damage. Payment was received yesterday.

- (7) We have had a continuing water meter damage problem at Cedar Island in the “circle” drive. Ashley King/Kyle Brooks’s water meter is located next to the adjacent lot’s water meter. There is no right of way along these properties as Benjye Tuten owns all of the circle drive, so the meters were placed as conveniently as possible. The Brook’s water meter has been driven over several times and we have had to replace the gaskets on our side. The Brooks have had to repair the water lines on their side as well. Ron and I visited the property and he again repaired both gaskets and we could see the meter had again been driven straight over – not run onto from the curve. We placed PCV pipes at both the Brook’s water meter and the Bland’s to let everyone know the meters are there and I called Mr. Bland to let him know he needs to be careful. We will monitor the situation.
- (8) We had a leak near the bridge on Keaton Beach Drive. A homeowner called and reported they could hear water running. David went over (after dark) and checked on it and found a leak. It was not torrential, so Ron and David went the next morning and repaired it. It could possibly have been leaking for a few weeks until it finally “surfaced”.
- (9) Our water tank at the plant still needs some interior work. Ron and I met with Utility Services and discussed doing this in October. This will avoid our high as we must do another bypass and run the hydrants for days. We did not do this coating during this past servicing because it would have left us on bypass too long. This repair is covered under our maintenance contract.
- (10) Jeremy has been using his personal vehicle for reading meters because the golf cart is not protected enough. I would like to reimburse him for his mileage (\$0.56/mile). I told him he would have to record his odometer each of the days he is reading and give them to me when he is done.
- (11) Lori Reichard has almost finished her treatment and has been told she is “cancer free”. She is still looking forward to being a board member and said she should have the go-ahead in late March or early April.
- (12) As we discussed last month, the mail has been causing problems with paying some of our bills. Both the Verizon bill and the Visa bill have arrived late or not at all, and our Tri-County bill came the day it was due. I talked to the Auditors who stated that as long as proper records are kept, there is not a problem with doing this. I have set up the Verizon bill to be paid by my TCWSD credit card each month after I review the

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bill. I will be setting up the VISA payment to be paid by our bank account after it is reconciled each month.

7. New Business

- a. Mr. Ray Curtis - Public Records Request on 3/10/2021 - We have received another Public Records Request from Mr. Ray Curtis. We have spent two days updating the website to fix broken links and missing pages from when our website was hacked, and we also added statements where board meetings were not held. We are now pulling the rest of the documents he has requested and copying as we have time.
- b. Security at Office, Water Plant, and Wastewater Plant - We had two security problems last week. We had someone on the porch at the District Office early Monday morning and a break-in at the Water Plant on Tuesday morning. The Sheriff was notified and responded quickly. They are performing an investigation, and we provided all the video we had available. We have contacted a security company to get a quote for an updated security system for both plants and the office. We are also getting quotes for a front door intercom/entry system. Commissioner Carlton asked that we investigate improving and expanding the fencing at the water plant.
- c. District Historical Items – While working on our file system, I came across a memo from Floyd Ford regarding the limitations to the District’s hook-ups into the sewer system. I have also included a photo that was in last week’s paper of the first water lines being put into the ground at Keaton Beach.

8. Old Business

- a. Water Only Service – Landscaping water for Dave Dall – Mr. Dall who is now a commissioner, discussed his need for a non-potable water account on property he owns at Cedar Island. The Board again discussed that the District did not provide non-potable water accounts without first having a regular water and sewer account. Mr. Dall asked about setting up an account for his landscaping company, but the District provides accounts for the legal property owner only. After more discussion, Mr. Dall indicated that he had moved his investment elsewhere and the issue did not need to be discussed further.
- b. Notification to insurance company regarding the matter of water and sewerage to the property located at 22645 Fish Creek Highway, Perry, FL 32348 – We have notified our insurance carriers regarding the possible suit claims mentioned by Mr. Ray Curtis regarding the property located at 22645 Fish Creek Highway (formerly Dr. Hutchins property). Our insurance company has opened a “notification only” file.
- c. Lot Division Notification Update - We have sent out the property division notifications to 30 people including County employees, County Commissioners, and all licensed Real Estate Brokers in Taylor County. We have received good feedback about the notification and the information we provided.

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- d. Update on Hurricane Hermine repairs expenses and Public Assistance from the Florida PA – there have been no updates from the State.

9. Closing Remarks Commissioners/Staff

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

10. Motion to Adjourn

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 4:25 P.M.

Board Actions:

- 1. Approval of the minutes of the February 23, 2021, regular Board Meeting
- 2. Approval of the February 2021 Directors Reports
- 3. Approval of the February 2021 Financial Reports



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