

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

April 27, 2021

1. The meeting was held at the District Building at 3:00 PM on April 27, 2021. Present were: Commissioners Lynn Aibejeris, Gennie Malone, Willi Huxford, Diane Carlton, and Dave Dall. Commissioner Steve Brown was absent. TCWSD Staff present were Kristi Hathcock and Lynette Senter. Chairman Aibejeris called the meeting to order at 3:00 p.m.
2. Commissioner Gennie Malone led in prayer and the pledge of allegiance to the flag.
3. Board Attorney, Mr. J.D. Durant was a guest. Instructions were given regarding the call-in procedures. The floor was opened for non-agendaed items – there were none.
4. Travis Covington from Dewberry called in to give the Board an update on the Water Improvements Project. Travis explained to the Board that the Water Improvements Project is moving along the design and permitting stage with, studies, visits, and reports for DEP. A water conservation plan is also being developed.
5. Approval of minutes from the March 23, 2021 Board Meeting - Chairman Aibejeris 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 Malone offered a second. Chairman Aibejeris 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 March 2021 were \$46,042.45, \$11,176.88 below the budget estimate of \$57,219.33. There were two past-due customers at Dekle Beach and Cedar Island. There were no turned off accounts. There was no change in memberships. There were thirty adjustments totaling \$157.05. There was one mis-read meter totaling \$18.64, two returned checks totaling \$253.17, two other adjustments due to suspected water theft and unable to find a leak due to heavy rain totaling \$232.17, twelve late fee adjustments due to April billings falling on a weekend totaling \$114.43, ten second meter adjustments totaling \$344.98, and three transfer fee adjustments totaling \$300.00. **Commissioner Huxford made a motion to accept the Director's Report for March 2021. Commissioner Carlton 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 three other billing clerk items.

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1. The Coker's Account 72 on Marina Drive called about a suspected water leak near their meter. The meter and surrounding area were covered in water due to excessive rain and Ron was unable to determine the source of the leak for several days. I explained to the Coker's that if there was a high usage, we would work with them on their bill. Ron found a broken gasket on the customer side and repaired it. We made an adjustment of \$164.96.
2. During April meter readings, I discovered FairPoint Communications #242 had a high usage of 21,000 gallons of water. I notified Mr. Randy Newman, and he explained that the personal cut-off valve is turned off. Ron and Mr. Newman determined there was no leak at the building and we suspect there has been water theft. Mr. Newman will remove the exterior faucet to eliminate any future problems. FairPoint's past usage is normally zero and we are asking for an adjustment of \$132.12 to the sewer charges with the customer paying for all water usage. **Commissioner Carlton made a motion to grant an "other" adjustment to FairPoint Communications #242. Commissioner Huxford offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**
3. During April meter readings, I discovered Conny Curl #114 had a high usage of 81,000 gallons of water. I called Mr. Curl and he explained that he had found a broken toilet flap, which has now been repaired. Mr. Curl experienced a suspected water theft incident last year which was incorrectly entered as a One-Time adjustment. We would like to re-classify his original water theft adjustment to an Other adjustment and grant Mr. Curl a one-time adjustment of \$572.52. **Commissioner Carlton made a motion to grant a late fee adjustment to Account #114. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**
- c. **Financial Reports – Lynette Senter**– The sales including new memberships for the month of March 2021 were \$46,042.45, \$11,176.88 below the budget estimate of \$57,219.33. Exception expenses include \$453.24 for returned payments, \$1,200.00 for Directors & Officers Liability renewal, and \$3,000.00 for Dewberry water improvements project work. Total Expenses for March 2021 were \$43,997.16. We received \$89.64 in interest. Total Net Income for March 2021 was \$2,134.93. **Commissioner Huxford made a motion to accept the Financial Report for March 2021. 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 March 2021 shows an estimated water loss of 19.26%. Repairs were made to a leaking blow off valve at Keaton Beach which contributed to some of the loss.
- e. **Other Office Manager Items-** Lynette Senter
 - 1) ADT Security Plan. I spoke with Carl Thomas with ADT concerning our new

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security plans. He said he is still working on finding the best, most cost-effective solution for us, and should have it soon. He explained that we were a unique situation, and it was taking longer than he anticipated to get our proposals completed.

- 2) Sign Damage at WWTP – on Friday, April 9, 2021, David arrived at the WWTP Plant and saw that our sign had been torn off the fence. We called the Taylor County Sheriff's office, and a report was generated. They told us that nothing could be done because we did not have video of the incident.
- 3) We had a call from Judy Ferguson asking if it might be better to remove the signage identifying the water plant after our last break in. Ron spoke with our DEP representative and he told Ron that no signage is needed at either plant per DEP specs. Our ADT consultant mentioned the same thing when he visited, saying it might deter "visits" from individuals looking for chemicals. The Board discussed removing the signs and it was a consensus that they be removed.
- 4) Fencing - I thought it might be best to wait for our security report from ADT before contacting a local fencing contractor.
- 5) We received an "anonymous" public records request in March. They requested information on our employees including First Name, Last Name, Title, Department, Phone Number, Business Cell Phone if provided by Taylor Coastal, Email Address and Office Address. We sent back the requested information. No personal information was disclosed.
- 6) I was contacted by Mike Biletzskov from WASCON on April 5, 2021 regarding calls and emails he had been receiving from eOne executives and WASCON personnel discussing a "problem" the District had with its sales/service of our eOne pumps. I explained to Mike that the District has no problem with our pumps, the sales, or the service and that if we did, he would be my first call. I spent several hours Monday and Tuesday speaking with Chris Greco, Marvin Springer, Ryan Kievit of eOne and Jerry Cravins of WASCON explaining that the District and the Board did not have a problem with eOne. I told everyone that they would hear directly from the Office and/or Field Supervisor and not from a member of the public or a Commissioner if any problems were occurring.
- 7) Mr. Ray Curtis at the request of LaWanda Pemberton has asked that Mr. Curtis, LaWanda, Conrad Bishop, Danny Griner, Mr. Durant, and I, have a "3-hour meeting" at the County Commission office to discuss the problems with the District not wanting to approve multiple hookups for the property located at 22645 Fish Creek Highway. The Board discussed the meeting with Board Attorney Mr. Durant. **Commissioner Huxford made a motion that the District does not participate in this meeting. Commissioner Carlton offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**

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- 8) Rate increase for 10/1/2021 – I had a visit from Florida Rural Water a few weeks ago and we went over our rates. He explained that a rate study had been done when our Asset Management Plans were completed. This rate study indicated that a 3% increase for water (which is our standard increase) and 4% for wastewater were recommended. He also indicated that a grinder pump fee increase from \$12.50 to \$15.00 would be in line with what other water and sewer districts are currently charging. The Board asked for more time to consider this information and revisit it at our May 2021 meeting.

4. New Business

- a. Sunshine Laws – Board Attorney, J.D. Durant made a presentation regarding how the Board is affected by the Florida Sunshine Laws. He answered questions from the Board and staff.
- b. District Rules & Regulations –a draft was presented to the Board for review. This will be placed on the May Board Meeting Agenda for further discussion.
- c. Rules of Procedure – a draft was presented to the Board for review. This will be placed on the May Board Meeting Agenda for further discussion.
- d. Mission Statement – Diane Carlton – Commissioner Carlton discussed the fact that the District’s Mission Statement was created in 2006 and was no longer applicable. Commissioner Dall mentioned that the Board might want to update it and work on operational plan development. The Board discussed the necessity of a mission plan or an operation plan. **Commissioner Huxford made a motion that the District abolish the Mission Statement. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. Commissioners Carlton, Huxford and Malone voted aye, and Commissioner Dall voted nay. The motion was approved three to one.**
- e. Administrative Items – David Dall – Commissioner Dall had requested a District email address that forwards to Mr. Dall’s email, a forwarding phone extension, business cards, an email and mailing address list of our members, a copy of our policy on communication with our attorney, an outsourcing policy for community development planning and master plan, a logo, and a communication and cooperation policy with the County. Commissioner Dall was given a printed list of customer names and addresses, and some District business cards with the District Offices contact information. The District is unable to provide the forwarding email address, phone extension, or a logo. There are no written policies for communicating with our attorney, outsourcing for community development, or communication with the County. Past District procedure was to bring all concerns to the District Office who would contact the District’s Attorney as needed. The District has always had open communications with the County whenever the need arose.
- f. Board Meeting Time – David Dall – Commissioner Dall expressed concern that the meeting time of 3:00 P.M. did not allow a convenient time for our customers and others to attend our meetings. It was discussed that the meeting time has been changed to different times over the past 15 years and we have little customer or community participation in our meetings. The

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- meetings were changed to 3:00 P.M. in 2013 so that the employees would not have to go home and return later to attend a meeting, and to also allow Commissioners, customers, and other participants not to have to drive after dark. The addition of the telephone call in system has not allowed anyone to attend without having to physically come to the meeting. It was a consensus of the Commissioners that the meeting time not be changed.
- g. Capacity Info – David Dall – Commissioner Dall had requested that the capacity information for the wastewater treatment facility be posted on the District’s website. Lynette posted the latest report sent to DEP the day Commissioner Dall made the request. Commissioner Dall suggested that we post a report is written in layman’s terms versus the engineered report that is posted. The Board discussed this and determined the original report would remain.
 - h. Conflict of Interest for Board Members Renting RV Sites – David Dall – Commissioner Dall explained that he had heard concerns from customers that two of the District Board members were renting commercial RV sites and were still voting on any RV matters before the Board. Commissioner Dall was told by the District Office that only one Board Member rented RV sites and that was Ms. Lynn Aibejeris our Chairman. Chairman Aibejeris does not vote unless there is a tie vote needs to be broken. Commissioner Aibejeris explained that she has never voted on such a matter. A form 8B is always available to any Commissioner who needs to declare a conflict of interest.
 - i. Pet Policy within District – David Dall – Commissioner Dall expressed concern that the District was encouraging the feral cat problem within the District by allowing feral cats at the Water Plant. It was explained to Commissioner Dall that whenever feral cats come onto District policy they are observed and if they stay, they are trapped, spayed, or neutered, receive medication for fleas and heartworms and provided food. This is all done at employee expense and no District funds are used. Ron Bennett contacted DEP to make sure the cats are not problem and they assured him that they are a plus, helping to keep rats, mice, and snakes away from the properties. The Board consensus is that no policy was needed.
 - j. Vision 2060 Plan – David Dall – Commissioner Dall asked if the Board was following the plan. The District was not invited to participate when the plan was being developed and the Board passed on any further discussion.
 - k. Operational Plan Development (Vision, Mission, Goals, Objectives, and Actions) – David Dall – this was discussed under item d.
 - l. Tony Brown Service Denial – David Dall - Commissioner Dall had requested and received information from the District Office regarding the decision to deny Mr. Brown’s service. Commissioner Dall indicated that people had come to him with questions concerning this matter. The Board indicated that the decision was made after consultation with our Mr. Joe Boyd, our attorney at the time.
 - m. Communication with USDA-RD Funding Agreement – David Dall – Commissioner Dall requested and received copies of all correspondence the Board and its attorney had concerning USDA-RD and the District’s Funding Agreement. Commissioner Dall asked

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when the Board expected to receive a response. The Board and staff indicated that they did not believe we would ever receive any additional response regarding this matter as USDA-RD had already stated that no federal funds could be used to pay for development.

- n. New GP Information from Victoria Messina Associates (Crane Razor). Lynette presented information regarding a new type of pump that is now being sold as a replacement pump for our current e-One pumps. There was some discussion about the preference of our Field Staff who have indicated that they are not comfortable working with a new kind of pump. A few years ago, our original engineer from Jones Edmonds also spoke against introducing new types of equipment into our existing system.
- o. Grinder Pump Specifications/Automated Water Meter Specifications/Future Vendors – Commissioner Dall – I asked Mike Biletzskov from Wascon if he would send this information directly to Commissioner Dall. Commissioner Dall indicated that Mr. Biletzskov responded quickly and gave him what he needed.
- p. Grinder Pump Installed on Wrong Lot at Keaton Beach – It has been determined that a grinder pump for Account #130 was installed under original Phase I was placed several feet over onto the adjacent property which is owned by Taylor County. This property recently changed hands and after their survey was performed, the property owners contacted the County to find a resolution. LaWanda Pemberton contacted the District Office, and we investigated the problem. We have contacted Melvin Bowden and got a quote for \$1,250.00 to move the pump back over the property line and onto the customer's property. We are waiting for Mr. Bowden to get the job completed.
- q. Oak Ridge Estates Partial Release Restrictions for Lot 28 – the District was contacted by attorney George Young, representing Terry L. Turner, who owns a lot within Oak Ridge Estates. This lot is used only for ingress and egress to Mr. Turner's adjacent subdivision but appears to be in violation of Paragraph #1 of the recorded Declaration of Restrictions for Oak Ridge Estates which states that lots are only to be used for residential purposes. Mr. Turner is asking for a partial release, exempting his Lot 28 only that will allow for the lot to be used as an entry way or access. The District owns Lots 10, 11, 17, 18, 19, 20 and 21 (43.61 Acres) within Oak Ridge Estates. None of the District's property is adjacent to Lot 28, and Field Staff has stated that there has not been nor do they anticipate any problem with the continued use of Lot 28 as an entrance. **Commissioner Huxford made a motion that the District agree to the Partial Release when it is presented. Commissioner Dall offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**
- r. Breakdown of costs and price to supply, install, and service a typical service – David Dall – Commissioner Dall asked for this information to be supplied to Mr. Russ Davis. We updated the figures that were originally compiled several years ago and sent it to Commissioner Dall. Commissioner Dall indicated he was satisfied with what was presented and that Mr. Russ Davis received the information from him.

8. Old Business

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- a. Security at Office, Water Plant, and Wastewater Plant were discussed under Other Office Manager items.
- b. Water Only Service – Landscaping water for Dave Dall – Commissioner Dall indicated that his email on March 25, 2021 covered the information he wished to provide to the Board and no further discussion was needed.
- c. 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 Aibejeris requested a Motion to Adjourn. Commissioner Malone made a motion to adjourn the meeting. Commissioner Huxford offered a second. The meeting adjourned at 6:11 P.M.

Board Actions:

- 1. Approval of the minutes of the March 23, 2021, regular Board Meeting
- 2. Approval of the March 2021 Directors Reports
- 3. Approval of the March 2021 Financial Reports
- 4. Approval of an Other Adjustment to Account #72, Elmer Coker.
- 5. Approval of an Other Adjustment to Account #242, FairPoint Communications.
- 6. Approval of a change from One Time Adjustment to Other Adjustment to Account #114, Conny Curl.
- 7. Approval of a decision not to participate in a meeting regarding property located at 22645 Fish Creek Highway.
- 5. The Board abolished the Mission Statement.
- 6. The Board agreed to a Partial Release for Lot 28, Oak Ridge Estates Deed Restrictions.



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