

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

June 22, 2021

1. The meeting was held at the District Building at 3:00 PM on June 22, 2021. Present were Commissioners Steve Brown, Willi Huxford, Diane Carlton, Dave Dall, and Lori Reichard, Chairman Aibejeris arrived at 3:15 p.m. TCWSD Staff present were Kristi Hathcock and Lynette Senter. Commissioner Brown 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. There were three guests, Travis Covington, Michael Lynn, and Robert Lynn.
4. There was one non-agendaed item – Commissioner Huxford wanted to ask that the District give former Commissioner Gennie Malone some type of recognition for her past service. The office staff will work on this request.
5. Travis Covington from Dewberry addressed the Board and gave an update on the Water Improvements Project. Travis explained to the Board that they are working steadily and that we have received our Water Use Permit Number 2-123-221166-2 from Suwanee River Water Management. The well site is still being planned, and the artifacts survey and other work will follow. We should be hearing from DEP in the next few weeks. Travis is finishing the specifications for the Neighborhood Meter Project and will be furnishing those to the District soon. There was a slight increase in the materials cost but it was anticipated and included in the original plan.
6. Due to the resignation of Commissioner Malone, a new Vice-Chairman was needed. Chairman Aibejeris opened the floor for nominations. Commissioner Carlton nominated Commissioner Huxford to serve. Commissioner Huxford nominated Commissioner Carlton to serve. Commissioner Carlton declined the nomination. Chairman Aibejeris asked if there were any further nominations, and none were received. **Commissioner Carlton made a motion that Commissioner Huxford serve as the Board's Vice-Chairman. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**
7. Michael Lynn – Ezell Beach Properties Service Questions – Mr. Lynn addressed the Board regarding his various properties at Ezell Beach and on Beach Road. District Staff provided a list and maps of the properties for easier discussion. Lynette explained that she did not have the time to investigate the entire list of properties prior to the meeting but would work with Mr. Lynn to identify and verify services to each lot. Parcels 06743-566, 06743-565, and 06771-000 were determined to have a future sewer and water connection available. Parcels 06743-550, and 06743-555 and 06825-100 will require further research by the Field Staff and Office Staff in consultation with Jones Edmunds, the design engineering firm.

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Michael Lynn discussed with the Board various subjects including grinder pumps, impact fees, and future development. Mr. Robert Lynn discussed the need for additional sewer and water service in the District and had several helpful suggestions regarding availability of funding, contacting government representatives and working with County officials. Both Mr. Michael Lynn and Mr. Robert Lynn had attended the morning County Workshop and were able to share some of the information from that meeting.

8. Approval of minutes from the May 25, 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 with a correction on page 1, item 5 to remove the phrase “of the remaining Commissioners”. Commissioner Huxford offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote, the motion was approved.**
8. **Staff and Committee Reports**
 - a. **Directors Report – Kristi Hathcock** - Kristi reported the Water and Sewer sales for the month of May 2021 were \$57,419.69, \$200.36 above the budget estimate of \$57,219.33. There was one past-due customer at Keaton Beach. There were no turned off accounts. There were two changes in membership: one at Cedar Island and one on the Truck Route. There were twenty-seven adjustments totaling \$160.52. There were three mis-read meter adjustments totaling \$9.66, one debit account for a returned check due to a bank error totaling \$89.02, three data input errors for \$0.02, one other adjustment totaling \$59.22, seventeen second meter adjustments totaling \$499.12, and two transfer fee adjustments totaling \$200.00. **Commissioner Carlton made a motion to accept the Director’s Report for May 2021. 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** – One May 19, 2021, Patricia Parker came in our office for the third time and asked about getting the water and sewer turned on for Betty Hansen’s home at 21431 S. Sandpiper Road. There is a lien of \$816.22 and a reconnect fee of \$300.00 totaling \$1,116.22 on the account, which must be paid prior to reconnection of service. Ms. Parker did not furnish the necessary paperwork from the estate of Ms. Hansen to have the account turned on. We explained that only the appointed representative of Ms. Hansen’s estate could authorize that the service be reconnected.
 - c. **Financial Reports – Lynette Senter**– The sales including new memberships for the month of May 2021 were \$57,419.69, \$200.36 above the budget estimate of \$57,219.33. Exception expenses include \$38.00 additional for Payclix charges, \$296.43 additional legal/professional fees, \$559.21 additional for office expenses, \$1,346.93 additional personnel costs, \$127.33 additional for cell phone screen repair, \$98.43 additional for tractor mower blades and fuel filter, \$3,960.30 additional for grinder pump installation expenses, \$120.00 additional for water testing due to Cedar Island water tank cleanout, and \$11,766.67 additional for Dewberry for the Water Improvements Project. Total Expenses for May 2021 were \$58,669.72. We received \$46.19 in interest income. Total Net Income for May 2021 was (\$1,203.84). **Commissioner Huxford made a motion to accept the Financial Report for**

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May 2021. Commissioner Reichard 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) Mike Biletskov has resigned from WASCON a few weeks ago. We are now working with James Parsons and the owner of WASCON, Jerry Cravins. We are learning to work together, and I hope it will be a positive change as their larger company may allow us to get better pricing on the purchase of our grinder pumps.
- (2) We have had several vehicles driving around the office building. Ron and I are going to discuss the possibility of gates or barriers to stop people from driving around the office.
- (3) The camera systems for the water and wastewater plants are still being studied.
- (4) I have had to issue written warnings for Jeremy for the past two months. The first warning was because he was missing a lot of days and his performance was poor. His behavior and performance improved immediately, but he missed another Monday on the 7th, so I issued a final warning and placed him on 60 days probation.
- (5) We got a \$500.00 credit put back onto our Visa account from rewards points. It will show up in 6-8 weeks.
- (6) Our Audit was just completed and will be presented at the July Board Meeting.
- (7) I got a call from the County Tax Collector's Office who explained that Mark Wiggins had seen our tag renewals come back into the office and told the office staff that we were eligible for County tags. They called and for \$4.80 more we renewed with County tags. These do not have to be renewed every year and we do not have to give them proof of insurance. This will save the District about \$160.00 per year.
- (8) We had a call from a local realtor about a property that is located at the turn off to the wastewater plant. The parcel is not in a subdivision, has a septic tank, and has water available. The property is outside of the Coastal Hazard area and does not require sewer with water. It is the recommendation of staff that water service can be provided.
- (9) We had a call from someone who stated that they were from Georgia and were looking at purchasing Dr. Morgan's property and the adjacent parcel located on Ezell Beach Road. They stated that they wanted to put in a "high-end" campground. They were asking how many hookups they could get. I explained that Dr. Morgan's property with the home had one hookup and the adjacent lot may be eligible for one hookup but that the Board would have to review it. The Board discussed these parcels and agreed that one hookup per parcel was correct but that the parcels would be eligible for the exemption if desired.

- d. Water Audits** – The water audit for May 2021 shows an estimated water loss of 4.73%. Repairs were made to a leak at Cedar Island which caused a loss of approximately 150,000 gallons.

9. New Business

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- a. Preliminary Budget Review – Lynette presented the Board with a working budget and the information she used to develop this. The Board asked to review the information and discuss this at the next Board meeting.

10. Old Business

- a. Workshop with County Commissioners – the District received a request from County Manager, LaWanda Pemberton to attend a Taylor County Board of County Commissioner Workshop on Tuesday, May 25, 2021. As the District's regularly scheduled meeting was also occurring that day, the Board replied that it would be difficult to attend the meeting, and that the subject of the limitations to our USDA funding had previously been discussed. The Board directed Lynette to issue an invitation to County Commissioner, Michael Newman to attend our next Board Meeting on June 25, 2021. A telephone message followed up by an email was sent but no reply was received by Commissioner Newman.

The District received another invitation to attend a Taylor County Board of County Commission Workshop to be held on Tuesday, June 22, 2021. As this was once again being held on a Taylor Coastal Board Meeting Day, attendance would be difficult. As the Board received no information as to what was going to be discussed, the Board declined to attend.

- b. Final Review of District Rules & Regulations. All approved updates and corrections were completed. **Commissioner Huxford made a motion to accept the District Rules & Regulations effective June 22, 2021. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. There was none. Commissioners Carlton, Brown, Reichard and Huxford voted aye, Commissioner Dall voted nay. The motion was approved 4 to 1.**

11. Closing Remarks Commissioners/Staff

- a. The Commissioners expressed thanks to staff and other commissioners for doing a great job. Thanks were given to Michael Lynn and Robert Lynn for giving a lot of helpful suggestions to the Board.

12. Motion to Adjourn

Chairman Aibejeris requested a Motion to Adjourn. Commissioner Huxford made a motion to adjourn the meeting. Commissioner Carlton offered a second. The meeting adjourned at 5:25 P.M.

Board Actions:

- 1. Approval of the minutes of the May 25, 2021, regular Board Meeting
- 2. Approval of the May 2021 Directors Reports

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3. Approval of the May 2021 Financial Reports
4. Approval of the District's Rules and Regulations effective 6/22/2021

A handwritten signature in blue ink, reading "Lynette Taylor Senter". The signature is written in a cursive style with a large initial "L".

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