

TAYLOR COASTAL WATER & SEWER DISTRICT

**18820 BEACH ROAD
PERRY, FLORIDA 32348
Phone/Fax: (850) 578-3043
www.tcwsd.org**

MINUTES OF REGULAR COMMISSION MEETING

July 27, 2021

1. The meeting was held at the District Building at 3:00 PM on July 27, 2021. Present were Commissioners David Dall, Randy Hathcock, Mike Hunter, and Gayle Lundy. Commissioners Michael Lynn, William Rich and Thomas Kicklighter were absent. TCWSD Staff present were Kristi Hathcock and Lynette Senter. Board Attorney, J.D. Durant was present.
2. The meeting was called to order at 3:00 p.m.
3. Commissioner Hathcock made a motion to that Commissioner Dall assume the position of Chairman. Commissioner Hunter seconded the motion. There was no further discussion. By unanimous vote, the motion was approved.

Commissioner Dall made a motion that Commissioner Lynn assume the position of Vice Chairman. Commissioner Hunter seconded the motion. There was no further discussion. By unanimous vote, the motion was approved.

Commissioner Dall made a motion that Commissioner Rich assume the position of Secretary. Commissioner Hunter seconded the motion. There was no further discussion. By unanimous vote, the motion was approved.

4. Commissioner Hathcock led in prayer and the pledge of allegiance to the flag. Commissioner Hathcock requested that in the future this be the first item on every agenda. There was also discussion regarding changing the Board's meeting time from 3:00 P.M. to 6:00 P.M. each month. Lynette explained that we would need to notify the County Manager, advertise in the local newspaper, and place an announcement on the website. The Board asked Lynette to make this change.
5. There were nine guests, Roger Weste, Glenn Senter, Travis Covington, Patty Fritsch, Mike Biletzskov, Robert Lynn, Willi Huxford, Richard Powell, and Ray Curtis.
6. There were two non-agendaed item – Roger Weste addressed the board concerning environmental concerns due to the use of RV chemicals in holding tanks and their effect on our wastewater treatment system, chemicals that have been banned in California because of their effects on the environment, what kind of environmental impact RV parks have on the District, and his concern regarding the increased sewer capacity and who would pay for it. He also asked which board members were on a list submitted by Mr. Curtis to the County. Commissioner Hathcock stated that he had applied for the position that was advertised prior to the replacement of the previous Board. Mr. Robert Lynn asked why the Board Attorney, Mr. Durant was at the meeting. Lynette Senter explained that she had received a request from Commissioner Dall asking that Mr. Durant be invited to the meeting.

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7. Mr. Richard Powell of Powell and Jones presented the Annual Financial Audit for the fiscal year that ended September 30, 2020. Mr. Powell gave an overview of the report and indicated that the District was in a healthy financial position and that the audit was clean. Commissioner Dall asked if there was a dashboard available for instant financial reports that could be placed on our website. Mr. Powell indicated that he was not aware of any and suggested that there may be some type of Quick Books system that would allow that.
8. Travis Covington from Dewberry addressed the Board and gave an update on the Water Improvements Project. Travis explained that we have not yet heard back from DEP regarding our submittal, but that we should receive a response soon. The Board had several questions regarding the costs, amount of time, location, and general information regarding the project and its' costs. Lynette explained that the costs for this portion of the project were being paid for almost entirely by a grant from SRF and that we paid for the services and would be reimbursed by SRF. There will be some additional costs not covered by the SRF grant for surveys, outside services, etc. but those will be paid for out of the District operating account as planned by the previous board. The Board asked that Travis bring a timeline of the project with him at our next meeting as well as some information regarding a mapping system of the District's water and sewer lines. There was some discussion regarding future planning and Travis explained that Suwanee River Water Management District reviewed and reduced the original projections. Travis told the Board that the Neighborhood Meter project was moving forward and that we had gotten costs for materials, the District would be supplying most of the labor and that we were trying to work with a local contractor for the digging. This project will be funded through a \$100,000 grant received by SRWMD.
9. Approval of minutes from the June 22, 2021, Board Meeting - Chairman Dall asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Hunter made a motion to accept the minutes. Commissioner Hathcock offered a second. Chairman Dall asked for further discussion. There was none. By unanimous vote, the motion was approved.**
10. **Staff and Committee Reports**
 - a. **Directors Report – Kristi Hathcock** - Kristi reported the Water and Sewer sales for the month of June 2021 were \$63,146.13, \$5,926.80 above the budget estimate of \$57,219.33. There were no turned off accounts. There was one past due customer. There were two changes in membership. There were thirty-nine adjustments totaling \$660.12. **Commissioner Lundy made a motion to accept the Director's Report for June 2021. Commissioner Hathcock offered a second. Chairman Dall called for further discussion. There was none. By unanimous vote, the motion was approved.**
 - b. **Other Billing Clerk Items – Kristi Hathcock** – There were no other billing clerk items.
 - c. **Financial Reports – Lynette Senter**– The sales including new memberships for the month of June 2021 were \$63,146.13, \$5,926.00 above the budget estimate of \$57,219.33. Exception expenses were highlighted and there was some discussion regarding the postage charges. The District purchases stamps in bulk and when we hear that there is an anticipated postage increase, we purchase more stamps to help defer the increased cost to the District.

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Kristi explained that we used a postcard system and postcard stamps to save the District from paying for first class postage and envelopes. Envelopes are only used for customers who have multiple accounts, and the bills are gathered and sent together. The Commissioners asked about email billing and elimination of printed bills. Lynette explained that we ask each customer if they want electronic bills, and the majority of our customers still request a printed bill. Total Expenses for June 2021 were \$59,180.97. We received \$45.47 interest income. Total Net Income for June 2021 was \$4,010.63. **Commissioner Lundy made a motion to accept the Financial Report for June 2021. Commissioner Hathcock offered a second. Chairman Dall called for further discussion. There was none. By unanimous vote, the motion was approved.**

d. **Other Office Manager Items – Lynette Senter**

- (1) We have been working on a leak in the piping for the well at the water treatment facility. Our parts have finally arrived to fix the problem and Ron has met with the welder and asked that he pre-weld any of the parts he can prior to attempting the repair. The repair will require that the well be put on by-pass, hydrants opened up to control the water, and testing by Flowers Labs once the well is put back into service. We are trying to schedule this once the amount of people coming during scallop season has slowed.
- (2) We had a problem with the sewer lift station located on Grackle Road. The Field Supervisor determined that the pump needed to be pulled and inspected which required the services of a crane. The crane operator removed the malfunctioning pump and put our backup pump in place. The malfunctioning pump has been repaired and is ready when needed.

- e. **Water Audits** – The water audit for June 2021 shows an estimated water loss of 16.33%. Repairs were made to a broken pipe at the water treatment plant which caused a loss of approximately 21,600 gallons.

11. **New Business**

- a. **Mr. Ray Curtis Development Items** – Mr. Curtis spoke with the Board regarding the previous board's adherence to limits placed on the sewer hookups by USDA-RD and its effect on landowners who had applied for water and sewer service. The Board thanked Mr. Curtis for presenting this information and asked that because this was the first meeting for most of the Commissioners, that they be given time to review his concerns and address them at the next meeting. Mr. Curtis explained to the Board that his clients, Fish Creek Cove, LLC were under a time constraint and would appreciate their prompt consideration. There was discussion with Mr. Durant regarding his legal opinion regarding the USDA-RD limitations and he explained that his legal opinion had not changed. Mr. Durant explained that the Board was bound by the limitations. There was also some discussion regarding board practices and liability Lynette explained to the Board that the District's insurance company had been notified as soon as the original letter was received by Mr. Curtis. Mr. Curtis spoke to the staff present and explained that the change in the Board was not as a result of any problems

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with the District's staff and that he appreciated the help and working relationship he had developed with the staff.

- b. Stephen Flum Service Questions – Lynette Senter – Mr. Flum called the District Office with questions about getting sewer service to his property located at 2600 Dekle Beach Road. Mr. Flum currently has a turned off water account but no sewer or electricity. Sewer service will require a directional bore under Dekle Beach Road. **Commissioner Hathcock made a motion to grant sewer service to Mr. Flum with the understanding that he pays for the directional bore and associated expenses for the extension of the lines. Commissioner Lundy offered a second. Chairman Dall called for further discussion. There was none. By unanimous vote, the motion was approved.**
- c. Jody Hamm Service Questions – Lynette Senter – Mr. Hamm called the District Office with questions about getting sewer service to his property located at 595 Pelican Place. Mr. Hamm does not currently have any service to his property. Sewer service will require a tie-in to the main line with service being brought down the road to Mr. Hamm's property. Water service will require a directional bore under Beach Road. **Commissioner Hathcock made a motion to grant water and sewer service to Mr. Hamm with the understanding that he pays for the directional bore and associated expenses for the extension of the lines. Commissioner Lundy offered a second. Chairman Dall called for further discussion. There was none. By unanimous vote, the motion was approved.**
- d. SOP for Customer Request and Other Items – Commissioner Dall. Commissioner Dall asked that all Commissioners be provided a copy of the District Manager job description. Lynette also provided copies of the Office Manager and Billing Clerk job descriptions as well. Lynette provided the SOP for processing Mr. Lynn's icehouse service request. Lynette provided information received from Big Bend Water Authority regarding their fees and how they handle their service requests. Lynette requested this information from the City of Perry and Suwanee Sewer & Water but has not received any reply. The Board discussed the simplification of the process for granting service to customers and will continue to work with Lynette to ensure customer satisfaction.
- e. 2060 Vision Plan – Commissioner Dall – A copy of the plan was provided to all the Commissioners. Mr. Dall explained that he believed the District's future plans should be in alignment with the 2060 plan. There was some discussion, and the Commissioners will review at a future meeting.
- f. TCWSD Vision – Commissioner Dall – There was no discussion.
- g. TCWSD Objectives – Commissioner Dall – There was no discussion.
- h. 2021 Plan 1st Draft – Commissioner Dall – This was discussed in item e. above.

12. Old Business

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- a. Lynn Ice House Property – Lynette Senter - Mr. Lynn appeared at the May 2021 Board meeting to discuss service to this property. The Board asked for more information and did not make a decision regarding service at their June meeting. Mr. Lynn currently has water service to this property, but no sewer. Sewer service will require a directional bore under Beach Road. **Commissioner Lundy made a motion to grant sewer service to Mr. Lynn with the understanding that he pays for the directional bore and associated expenses. Commissioner Hunter offered a second. Chairman Dall called for further discussion. Mr. Robert Lynn asked if they could receive two sewer hookups as the property had originally had two septic tanks. The Board discussed this and decided that if the property were to be divided, an additional sewer hookup would be provided. There was no further discussion. By unanimous vote, the motion was approved.**
- b. Proposed Preliminary Budget Review – Lynette Senter – the Board was presented with a working budget and the information used to develop this. The Board asked to review the information and discuss this at the next Board meeting.

13. Closing Remarks Commissioners/Staff

- a. Lynette Senter asked that the Board take care of two “housekeeping” items. Capital City Bank requires one signature on our checking account, but it has always been District policy that a member of the Board also sign the checks. Commissioner Hunter volunteered to become an additional signer. Lynette also asked that Mr. Dall go to Capital City Bank to be added to the District’s Visa Card Account as the head card holder. Commissioner Dall agreed to take care of this. There were no additional remarks.

14. Motion to Adjourn

Chairman Dall requested a Motion to Adjourn. Commissioner Lundy made a motion to adjourn the meeting. Commissioner Hunter offered a second. The meeting adjourned at 6:24 P.M.

Board Actions:

1. Commissioner Dall was elected Chairman
2. Commissioner Lynn was elected Vice Chairman
3. Commissioner Rich was elected Secretary
4. Approval of the minutes of the June 22, 2021, regular Board Meeting
5. Approval of the June 2021 Directors Reports
6. Approval of the June 2021 Financial Reports
7. Approval of sewer service to Parcel ID 06612-500

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8. Approval of water and sewer service to Parcel ID 07034-000
9. Approval of sewer service to Parcel ID 068250-100

A handwritten signature in blue ink, reading "Lynette Taylor Senter". The signature is written in a cursive, flowing style.

BY: Lynette Taylor Senter, District Manager
Taylor Coastal Water and Sewer District