

TAYLOR COASTAL WATER & SEWER DISTRICT

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

MINUTES OF REGULAR COMMISSION MEETING

September 28, 2021

1. The meeting was held at the District Building at 6:00 PM on September 28, 2021. Present were Commissioners David Dall, William Rich, Mike Hunter, Michael Lynn, Thomas Kicklighter, and Gayle Lundy. Commissioner Randy Hathcock was absent. TCWSD Staff present were Kristi Hathcock and Lynette Senter.

The meeting was called to order at 6:00 p.m.

2. Commissioner Dall led in prayer and the pledge of allegiance to the flag.
3. There were three guests, County Commissioner Michael Newman, Travis Covington, Glenn Senter, and Willi Huxford.
4. Chairman Dall asked for comments from the public for non-agendaed items, there were none.
5. Travis Covington from Dewberry gave an update on the Water Improvements Project. He explained that we were still waiting on DEP Permitting but that surveying, and soil boring was continuing. Mr. Covington was asked about the project financing, and he explained that as we were currently receiving funding from SRF that they would be the first approached for financing as we proceed onto construction. Until the project was approved and ready to move forward it would be difficult to apply for funding, but he will be working with Suwanee River Water Management District and applying for their grant cycle. The Commissioners asked several questions about the water mapping and Mr. Covington explained that he would review what was already developed and would provide the District with CAD large size maps.
7. Approval of minutes from the August 18, 2021, Workshop, August 24, 2021, Board Meeting, and the September 14, 2021, Workshop. Chairman Dall asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Lundy made a motion to accept the minutes as a group. Commissioner Rich offered a second. Chairman Dall asked for further discussion. There was none. By unanimous vote, the motion was approved.**
8. Committee Reports – Chairman Dall explained that he and Commissioner Rich had a meeting of the Capacity Committee on September 8, 2021, and reviewed the water line maps that the District needs to have updated. Commissioner Hunter questioned having a committee meeting as the Board had not voted to form committees. Commissioner Lundy explained that she was not available to serve on any committees at this time due to her travel schedule, but she would be happy to help in other ways if necessary. Commissioner Hunter explained that he felt the Board was beginning to have a good grasp on the workings of the District and he felt that at this time committees and workshops were not necessary. Commissioner Lundy also stated that she thought the work of the Board could be completed at our regular meetings without the use of committees or workshops. Commissioner Hunter then brought up the subject of the Florida Sunshine laws

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING
Page 2 of 5

and explained that he was uncomfortable getting emails from the Chairman. Commissioner Lundy expressed a similar opinion and explained that she did not read any of the emails from Chairman Dall but did read the emails sent from the District. The Board indicated that they would prefer that Chairman Dall sent emails to the District Office first and if they needed to be distributed to the Commissioners, ask the District Manager to do so.

9. Personnel Update and Future Planning – Ms. Senter explained that she had met with David Morgan about his proposed retirement, and he had not yet committed to a firm date. She met with Ron Bennett to offer him the chance to become the District’s dual licensed operator upon David’s retirement. He agreed that he would serve as both operators as with an increase in salary and the hiring of a skilled field assistant. Mr. Bennett and Mr. Morgan discussed the use of Mr. Morgan as a self-employed contractor after retirement to continue to use his institutional knowledge and to fill in at the plants. Mr. Morgan was agreeable to this plan. Our current field trainee was let go on Thursday, September 16, and Mr. Bennett and Ms. Senter will be working on an updated job description and advertising for the position as soon as possible. Ms. Senter also reminded the Board that the new Budget included increasing Kristi Hathcock’s position to full-time beginning October 1, 2021.

Chairman Dall asked Ms. Senter to provide information regarding her promotion and raise that was confirmed at the May 25, 2021, Board Meeting. Ms. Senter asked Chairman Dall what type of information he was requesting, and Chairman Dall explained that he had been approached by someone from the public who was questioning the timeline. Commissioner Kicklighter asked Chairman Dall why Ms. Senter should provide this information and Commissioner Hunter asked if a request for public information had been received. Chairman Dall said that no request for information had been received because the individual wanted to remain anonymous. Commissioner Lundy stated that Ms. Senter had been running the District for several years that this was not necessary. Commissioner Kicklighter explained that the Board has regularly advertised monthly meetings and in his opinion if someone had questions regarding this situation, they should come to a meeting and talk to the Board. Ms. Senter explained to Chairman Dall that the discussion of the position and increase in salary began in January 2021 and that the minutes indicated this.

10. **2021-2022 Budget Discussion and Approvals**

Ms. Senter presented the Board with a final budget for approval. She explained that she had asked Mr. Powell the Board’s Auditor about the reserves the Board pays each year as discussed in the Financial Workshop by Commissioner Kicklighter. She also asked Mr. Powell to review the budget as a whole as she felt there was some duplication in the reserves and principal/interest payments. Mr. Powell responded that there was duplication and suggested several changes in the design of the budget. These changes resulted in a surplus of \$111,226 after a slight increase to the personnel budget to include an increase in salary for a field assistant. **Commissioner Kicklighter made a motion to accept the 2021-22 Budget as presented. Commissioner Hunter offered a second. Chairman Dall asked for further discussion. There was none. By unanimous vote, the motion was approved.**

11. **Staff and Committee Reports**

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING
Page 3 of 5

- a. **Directors Report – Kristi Hathcock** – Ms. Kristi reported the Water and Sewer sales for the month of August 2021 totaled \$65,618.87, \$8,399.54 higher than the budgeted estimate of \$57,219.33. There were no past due customers. There was one turned off account. There were two changes in membership. There were twenty-seven adjustments totaling (\$2,631.02). A sewer adjustment was granted to Carlton #34. I asked the board if they would allow the District staff to approve small sewer adjustments after a one-time adjustment was asked has been given. This will eliminate discussion at the Board meetings unless the request is extraordinary. The Board agreed to this request.

- b. **Financial Reports – Lynette Senter**– The sales including new memberships for the month of August 2021 were \$65,618.87, \$8,399.54 higher than the budgeted estimate of \$57,219.33. Exception expenses were \$1,615.90 for legal expenses, \$13,240 for grinder pump inventory increases, and \$1,286.90 for water meter box replacements. We received \$46.26 in interest income. Total Net Income for August 2021 was \$5,930.34. **Chairman Dall suggested that the Board start accepting the Financial Reports as presented with no motion or second and the Board concurred.**

- c. **Other Office Manager Items – Lynette Senter**
 - (1) Another copy of the Commissioner Code of Conduct was presented to each Board Member. Ms. Senter explained that the District Staff always welcomes any help and advice, however, requests to Field Staff should come through the office. This allows us to write up work orders, organize the scheduling board, and manage their time effectively.
 - (2) Five complete GP packages have been received and are in storage at the Wastewater Plant. The additional five units are expected to arrive later this week or early next week. We have also received the remainder of the single pumps that were on order.
 - (3) Ron Bennett and David Morgan have been working on the flow meter at the WWTP and determined that the electronics that give the readings are malfunctioning on a random basis. DEP confirmed that the flow meter could be a standard meter as long as the proper logs were maintained, and it was tested as needed. Empire Pipe & Supply came the next day to design a streamlined flow meter set up. The parts and meter arrived within 4 days. The new Flow Meter was installed last week and is working well.
 - (4) The Grinder Tank Riser at the Keaton Beach Bums Campground has been received and installed. The Field staff will continue to explore other areas of suspected water inundation and proceed with the project.
 - (5) On September 16, Mr. Jeremy French caused extensive damage to one of the sprayfield arms at the Wastewater Plant. Ron Bennett and David Morgan were able to fix the damage caused by Mr. French running into the sprayfield sprinkler system. No damage was done underground, and the tractor and mower were not damaged. Mr. Bennett borrowed a 2” pipe threader from the City of Perry allowing Mr. Bennett to remake the connections and he and Mr. Morgan put everything back together. Mr. French’s employment was terminated on September 16, 2021.
 - (6) Locates have been called in for the area between Dark Island and Fish Creek along the County ROW. This will assist the field staff in determining the correct pipe

**TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING**

Page 4 of 5

- dimensions for our water lines and help with the Line Mapping Project.
- (7) The Chlorine pump at the Water Plant is being upgraded by Ron Bennett to elevate the electronic controls to help prevent chlorine damage to the control system.
 - (8) On Friday, September 3, 2021, we had a virus attack on Ms. Hathcock's Computer on Friday. It was a brute force attack that overwhelmed our existing anti-virus and malware software. Ms. Senter isolated the computer and worked on it for several hours but was unable to get it working. Monday morning, we were able to boot it up enough with the rescue disc and called Geeks Onsite.com to help. They were able to work online and over the phone to get everything fixed. It took approximately 4 hours to fix the computer. We asked them to check Ms. Senter's computer and update all of our anti-virus software and malware. Both computers are now on a yearly contract for maintenance. The total cost for this was approximately \$550.00 and includes one year of service for each of the two computers.
 - (9) Ms. Senter participated in a video case management conference between Judge Blue and Keaton Beach Ridge concerning the stipulation that Keaton Beach Ridge be granted a waiver to continue to use their road located in the Oak Ridge Estates subdivision for ingress and egress. The District Board agreed to this waiver late last year as our property is not affected by the use of their driveway.
- d. **Water Audits** – The water audit for August 2021 shows an estimated water loss of 11.72%. There is a suspected leak on Palmetto Road at Dekle Beach that will be fixed by the end of the week. We are continuing to watch for any other suspected leaks.

11. New Business

- a. Commissioner Gayle Lundy presented her request to receive a letter from the District to have water and sewer available to her potential development, Sweetwater Creek. Commissioner Kicklighter asked if Ms. Lundy still had zoning or permits from the County, and Ms. Lundy stated that she spoke with the County, and it was confirmed that the zoning was still applicable. **Commissioner Lynn made a motion that the District write the letter pending receipt of the zoning change information being received by the District. Commissioner Hunter offered a second. Chairman Dall asked for further discussion. There was none. By unanimous vote, the motion was approved.**
- b. During our July workshop, a request was made to change the day of our meeting so that members of the County Commissioner would be able to attend our meetings. Ms. Senter worked with Ms. Pemberton the County Administrator and came up with a day with no conflicts. The third Thursday of each month was proposed, keeping the same 6:00 P.M. meeting time. **Commissioner Kicklighter made a motion to change the meeting date to the Third Thursday each month. Commissioner Lynn offered a second. Chairman Dall called for further discussion. There was none. By unanimous vote, the motion was approved.**
- c. During our September Workshop, the Board asked that changing the District's attorney be placed on the September meeting agenda. Commissioner Lynn discussed asking local attorney, Mr. Ray Curtis to be the District's attorney. After some discussion, it was suggested by Ms. Senter that the District could prepare a Request for Proposals which would be sent to all the local attorneys. The Board would then review those proposals and determine further

**TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING
Page 5 of 5**

action at that time. **Commissioner Lynn made a motion to prepare an RFP for legal services. Commissioner Lundy offered a second. Chairman Dall called for further discussion. There was none. By unanimous vote, the motion was approved.**

- d. The Florida Rural Water Association prepared an Asset Management Plan as part of our future funding process for the Water Improvements Project. The AMP also included a rate study, which is currently being updated. Once the new rate study is complete, Ms. Senter will provide the Board with a copy to use when planning the budget for the next fiscal year.

12. Old Business

- a. Neighborhood Meter Project – the District has received a quote from Melvin Bowden for the excavation part of the project. Mr. Bowden will be working with Mr. Bennett and Mr. Morgan to outline the project and establish a plan for completion.
- b. Road Repairs at Wastewater Treatment Plant – the District has received a quote from Coastal Hauling and Land Service for road repairs. Ms. Senter will work with Mr. Dustin Beach to get the necessary repairs completed.

13. Closing Remarks Commissioners/Staff - None

14. Motion to Adjourn

Chairman Dall requested a Motion to Adjourn. Commissioner Kicklighter made a motion to adjourn the meeting. Commissioner Lynn offered a second. The meeting adjourned at 8:04 P.M.

Board Actions:

- 1. The Board approved the minutes from the August 18, 2021, Workshop, August 24, 2021, Board Meeting, and the September 14, 2021 Workshop.
- 2. The Board approved the 2021-2022 Proposed Budget.
- 3. The Board approved a motion to write a future development service letter to Sweetwater Creek.
- 4. The Board approved approved a motion to change the meeting date to the third Thursday each month.
- 5. The Board approved a motion to prepare a Request for Proposals for attorney services.



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