

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

October 21, 2021

1. The meeting was held at the District Building at 6:00 PM on October 21, 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. TCWSD Attorney J.D. Durant was present. There were six guests, Roger Weste, W. Chris Cooksey, LaWanda Pemberton, Don Curtis, Glenn Senter, and Willi Huxford.
2. The meeting was called to order at 6:00 p.m. Commissioner Dall led in prayer and the pledge of allegiance to the flag.
3. Election of Officers for Fiscal Year 2021-2022:
 - a. Chairman - Commissioner Hunter nominates Commissioner Kicklighter for Chairman but Commissioner Kicklighter declines. Commissioner Lynn nominates Commissioner Dall for Chairman and Commissioner Dall accepts. By unanimous vote, Commissioner Dall was elected.
 - b. Vice Chairman – Commissioner Lynn nominates Commissioner Hunter to be the Vice President and Commissioner Hunter accepts. By unanimous vote, Commissioner Hunter was elected.
 - c. Secretary – Commissioner Hunter nominates District Office Manager, Lynette Senter to be the Secretary and Mrs. Senter accepted. By unanimous vote, Ms. Senter was elected.
4. Chairman Dall asked for comments from the public for non-agendaed items. Chairman Dall asked if anyone had talked with Commissioner Hathcock as it appeared he has missed three meetings. Commissioner Hunter and Commissioner Lundy explained that Commissioner Hathcock had a son playing football on a rare Thursday night, and that Commissioner Hathcock had missed two meetings, not three. There were no non-agendaed items, but Mr. Don Curtis Jr. asked to move his agendaed item 11 b. up to this time and Chairman Dall agreed.

Mr. Curtis addressed the Board concerning his request on October 7, 2021, for reimbursement of his out-of-pocket expenses incurred for his Fish Creek Cove LLC property. He explained that he had attorney's fees of \$17,932.50 and the cost for hiring a specialty appraiser for \$7,500 for a total of \$25,432.50. Mr. Curtis stated that he was open to receiving the reimbursement as a credit to his monthly water and sewer bill. Ms. Senter indicated that using the basic minimum monthly charge, it would take approximately 22 years to satisfy this amount. Board Attorney, J.D. Durant discussed the Burt Harris Private Property Rights law with the Board and indicated that he did not see an actionable claim at this point. The Board discussed forwarding this claim to the County Commissioners for action. Ms. Pemberton, the County Manager, spoke from the audience and asked if the District had insurance. Ms. Senter confirmed that they did have insurance and that she had already forwarded this item to the insurance company several months ago, and again on

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October 7, 2021, but had not yet received a response. The Board agreed to wait until a response from the insurance company is received for further discussion.

5. Update on the Water Improvements Project - Travis Covington had a conflict with this first new meeting date change but indicated that our information was still being reviewed by DEP. The surveying has just been finished and they were working on the core sampling. Commissioner Rich asked about the mapping issue and Ms. Senter explained that Mr. Covington had been given the files from the previous project engineer. Chairman Dall asked when Diamond Maps would be implemented to help the project. Ms. Senter explained that the District has been using Diamond Maps for over a year to add grinder pumps as they were installed but that the water lines and water meters had not yet been added into the system. One line change location has been marked by the field staff, and more will be performed, but the Neighborhood Meter Project takes priority
6. Approval of minutes from the September 28, 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 Kicklighter offered a second. Chairman Dall asked for further discussion. There was none. By unanimous vote, the motion was approved.**
7. **Staff and Committee Reports**
 - a. **Directors Report – Kristi Hathcock** – Ms. Hathcock reported the Water and Sewer sales for the month of September 2021 totaled \$65,035.16, \$7,815.83 higher than the budgeted estimate of \$57,219.33. There were no past due customers. There were no turned off account. There were two changes in membership. There were twenty-two adjustments totaling (\$333.44).
 - b. **Water Audits** – Ms. Hathcock reported the water audit for September 2021 shows an estimated water loss of 16.45%. The field staff are actively looking for any leaks.
 - c. **Financial Reports – Lynette Senter**– Ms. Senter reported the sales including new memberships for the month of September 2021 were \$65,035.16, \$7,815.83 higher than the budgeted estimate of \$57,219.33. Exception expenses were \$6,298.00 for General Liability Insurance, and \$4,473.00 for a new Flow Meter at the Wastewater Plant. We received \$42.87 in interest income. Total Net Income for September 2021 was \$8,239.47.
 - d. **Other Office Manager Items** – Lynette Senter
 - (1) On October 1st, we had a break in our main sewer line. Ron and David started checking the lines along Beach Road and found one just past Sawgrass Bay Estates. They excavated the line, used a valve to stop the flow and made the necessary repairs.
 - (2) We had our Diesel Tank inspection on Tuesday and after talking with the DEP Inspector, we have qualified for a waiver of the annual inspections and will only have to be inspected every three years. This waiver was granted because our recordkeeping and maintenance was very well done the past few years.
 - (3) We will be advertising for Field Assistant job starting next week and hope to have someone hired and ready to start by December 1st.

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- (4) Five additional complete GP packages have been received and are in storage at the Wastewater Plant, so our inventory is ready for future customers. We have a customer installation scheduled for tomorrow.
- (5) We have prepared the updated Board Meeting Calendar and Holiday Schedule for 2022.
- (6) Ms. Hathcock began working full time on October 1st. We have already seen a much better workflow here at the office as well as better continuity of customer care. We are working on a project schedule for the coming months to include scanning of old files, updating manuals for both positions, and more cross-training.
- (7) We have begun updating the District's Rules & Regulations and the Board Rules of Procedure. They are normally approved at the first meeting at the beginning of the fiscal year, but we wanted you all to have copies of the suggested updates so they can be discussed at our November meeting

8. New Business

- a. Review of Attorney Services RFP responses received – the District advertised in the local newspaper and distributed RFP packages to all local attorneys licensed to practice in the State of Florida. We excluded those attorney's that were part of the judiciary or public defenders' office. We received one response from the Curtis Law Firm. After some discussion, the board decided to expand the scope of the RFP to include neighboring counties. Ads will be placed in the appropriate newspapers asking for responses in time for the November 2021 Board Meeting.
- b. Mr. Don Curtis' request was moved to item 4, non-agendaed items.
- c. Request for Sewer without Water – Commissioner Rich made a request to have sewer service without water. Commissioner Rich owns two adjoining lots, each with a separate water and sewer service. He wishes to use the water service from one of the lots to service both grinder pumps. This would allow Commissioner Rich to save the minimum monthly fee for water each month, but he would still pay for the grinder pump fee. The Commissioners discussed making this change. **Commissioner Lynn made a motion to allow sewer without water service. Commissioner Lundy offered a second. Chairman Dall called for further discussion. After further discussion about whether the property division, setting a precedent for future requests, and ownership of grinder pumps, Commissioner Lynn withdrew his motion. There was no other motion, and the subject was closed with no further discussion.**

12. Old Business

- a. Field staff and Melvin Bowden have identified the first installation location of the Neighborhood Meter Project. As soon as the parts are received and SRWMD finishes their review, the installation will begin.
- b. Road Repairs at Wastewater Treatment Plant – the original quote we received was for the road that extends past the Plant. There was a misunderstanding between the Office and Mr.

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Beach regarding which portion of the road needed to be repaired. Mr. Beach will get a revised quote to the Office as soon as he can. There was some discussion regarding who was responsible for the road maintenance as it is not used by the District, only by easement holders. The Board's attorney, Mr. Durant said he would like to have more information to review, but that he did not think the Board would be responsible for maintaining that portion of the road which they do not use unless it is a safety issue. When the revised quote is received, Ms. Senter will discuss this further with Mr. Durant.

- c. Dashboard Information – Chairman Dall spoke to the Board regarding the progress of the Dashboard he had been working with the University of North Carolina to prepare. Commissioner Hunter asked about the purpose of the dashboard and if the Board had voted to do this project. Commissioner Dall explained that the dashboard would be a financial tool that could be used when the District has another bond issue and after the presentation, the Board could proceed any way they chose. Ms. Senter asked Chairman Dall about the comparison tool that was available online and indicated that she was unable to compare us with Districts of similar size. Chairman Dall explained that there were drop down menus that could be accessed to provide that information. Commissioner Hunter asked who would be maintaining this dashboard and Chairman Dall explained that it was a simple spreadsheet. Chairman Dall asked when the Board would like to schedule a workshop to watch the dashboard presentation. The Board discussed the schedule and by consensus chose the regular meeting in January 2022.
- d. Diamond Maps – Chairman Dall indicated that he had been discussing Diamond Maps, a Rate Study and the Rev Plan with the Florida Rural Water Association. Mr. George Glover from FRWA will meet with the staff and Commissioner Rich to start the water line entry into the system as soon as the field staff has availability. A rate study is being performed by Andrew Greene from Florida Rural Water. He has met with District Staff and obtained a great deal of the financial information and is waiting on the end of the month reports for October to proceed. Chairman Dall spoke about comparing the FRWA dashboard to the report we will get from FRWA and using this for budgeting, financial studies and the upcoming bond issue.

13. **Closing Remarks Commissioners/Staff - None**

14. **Motion to Adjourn**

Chairman Dall requested a Motion to Adjourn. Commissioner Lundy made a motion to adjourn the meeting. Commissioner Kicklighter offered a second. The meeting adjourned at 7:52 P.M.

Board Actions:

- 1. Commissioner Dall was elected Chairman
- 2. Commissioner Hunter was elected Vice-Chairman
- 3. Ms. Senter was elected Board Secretary

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4. The Board approved the minutes from the September 28, 2021, Board Meeting.

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

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