

# TAYLOR COASTAL WATER & SEWER DISTRICT

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

## MINUTES OF REGULAR COMMISSION MEETING

**January 20, 2022**

1. The meeting was held at the District Building at 6:00 PM on January 20, 2022. Present were Commissioners Michael Hunter, Randy Hathcock, Thomas Kicklighter, Michael Lynn, and Board Attorney J.D. Durant. Commissioners Gayle Lundy, David Dall, and William Rich were absent. TCWSD Staff present were Kristi Hathcock and Lynette Senter.

The meeting was called to order at 6:00 p.m. As Chairman Dall was absent, Vice Chairman Hunter acted as Chairman.

2. Commissioner Hathcock led in prayer and the pledge of allegiance to the flag.
3. There were six guests, LaWanda Pemberton, Willi Huxford, Ray Curtis, Don Curtis, Michelle Curtis, and Glenn Senter. There were no comments from the public for non-agendaed items.
4. Update on the Water Improvements Project – Bill Menadier from Dewberry was unable to attend the meeting. Ms. Senter told the Board that the first submittal for financing on the Water Improvements Project was sent to SRF on January 7, 2022. She also explained that Dewberry had made another site visit to the water plant as well.
5. Approval of minutes from the December 16, 2021, Board Meeting. Vice Chairman Hunter asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Hathcock made a motion to accept the minutes. Commissioner Kicklighter offered a second. Vice Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
6. **Staff and Committee Reports**
  - a. **Directors Report – Kristi Hathcock** – Ms. Hathcock reported the Water and Sewer sales for the month of December 2021 totaled \$54,387.59, \$6,493.74 below the budgeted estimate of \$60,881.33. There was one past due customer. There were no turned off account. There were three changes in membership. There were twenty-two adjustments totaling (\$86.55).
  - b. **Water Audits – Kristi Hathcock** - Ms. Hathcock reported the water audit for December 2021 showed an estimated water loss of 22.97%. 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 December 2021 were \$54,387.59, \$6,493.74 below our budgeted amount of \$60,881.33. Exception expenses were \$1,819.37 for an iPad for the field staff, \$2,853.78 for tractor fuel system repairs, and \$127,714.00 for payments to Dewberry for the Water Improvements Project. We received reimbursement from SRF for

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\$165,750.00 from the Water Improvements Project. Total Net Income for December 2021 was \$58,206.30.

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

- 1) **Reimbursement For Water Improvements Project Funds Expended** – We have received the final reimbursement of \$63,750.00 from SRF (State Reimbursement Funds) for funds expended for the Planning and Design of the Water Improvements Project. We have deposited the funds into the District's Operating Checking Account as this is the account where the payments were disbursed from.
- 2) **Impact Fee Study** – We have signed the agreement and processed the \$2,750.00 down payment to Florida Rural Water to begin our Impact Fee Study. The remaining \$2,750.00 will be due once the study progresses. We will be working to provide the requested information to FRWA on a timely basis, but the study may take several months due to FRWA's backlog of work and the scarcity of engineers that are available.
- 3) **Co-Bank/USDA-RD Refinancing** – Board Attorney J.D. Durant explained that he is working with the attorney for Co-Bank. As the District's original Bond Documents have been difficult to obtain, Mr. Durant asked the Board to approve using the services of our original bond attorney for assistance. Mr. Durant explained that a budget of \$2,000.00 for bond attorney services to assist at this time was a comfortable limit. **Commissioner Kicklighter made a motion to approve the expenditure of up to \$2,000.00 to engage the bond attorney. Commissioner Hathcock offered a second. Vice Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
- 4) **Field Assistant Position** – Ishmael Smith has been hired as our new Field Assistant. He began work on Monday, December 13, 2021, and is on a 60-day probationary period. Both Mr. Bennett and Mr. Morgan have indicated that Mr. Smith is a diligent worker who works well on his own.
- 5) **FRWA Asset Management Plan And Rate Study** - The FRWA Asset Management Plan and associated Rate Study will be presented to the Board at our February 17, 2022, meeting.
- 6) **UNC Financial Information And Dashboard** – We were unable to contact UNC regarding their presentation until Tuesday, January 17, 2022. The Board discussed the need for the information at this time. It was the conclusion of the Board to not pursue this any further.
- 7) **Tractor Repairs** – The tractor was down for approximately two weeks as it needed repairs to the fuel system. We believe there was some contaminated fuel in old cans that may have been used by a previous employee. Mr. Bennett attempted to clean the system but was unable to get it running properly. The tractor has been repaired and we have purchased new fuel cans specifically for the tractor.
- 8) **Unexpected High Water** – The District experienced very few problems from the unexpected high water earlier this month. One waver vent was dislodged by debris caused by a boat that floated into a customer's yard at Keaton Beach. Two customers at Cedar Island and one customer at Dark Island experienced grinder pump problems most likely due to older wiring.

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- 9) **WWTP Mixer Motor Repair** – The Mixer Motor at the WWTP Tank was not turning on properly. An electrical problem was suspected but ruled out, so Mr. Bennett contacted called Smith Electric Motors for assistance. Tater Padgett was called and pulled the motor with his crane so Mr. Smith could take it to his shop and make the repairs. We have a backup means of stirring the tank by using air valves. We are also experiencing trouble with older switches and have ordered replacement parts which will be installed by Ron's Electric.
- 10) **Diamond Maps** – Mr. George Glover from Florida Rural Water has worked with the Field Staff to input the water and sewer lines within the District. Our next project will be to add the data to the maps that includes property addresses and customer account numbers. Mr. Glover is also going to return to help us set up our Work Order System as soon as the Neighborhood Meter Project is complete.
- 11) **Uniforms** – We have finally found a company that will supply and deliver uniforms to the District for the three Field Staff employees. Aramark has given us a quote for uniforms for three employees at an approximate yearly cost of \$2,613.52. As we have been unable to find a supply company, this was not included in the current budget. Ms. Senter requested that she be allowed to pull this money from the Unanticipated Expense budget item and will include this in the next Fiscal Year Budget under Water and Wastewater expenses. **Commissioner Hathcock made a motion to accept the Aramark Proposal for Uniforms and fund this year's expense from the Unanticipated Expense budget item. Commissioner Lynn offered a second. Vice Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
- 12) **First Aid Kits** – OSHA has new requirements for first aid kits. They must hang on the wall and must be inspected weekly with a log kept for each. I have ordered three kits, one for the district office and one for each plant that meet the new OSHA requirements. Ms. Hathcock will be inspecting them each week and keeping a log. We have also ordered three CPR breathing kits and will be contacting the Red Cross to have a CPR Class for the employees. Commissioner Hathcock suggested that we also have a first aid kit and fire extinguisher for each District vehicle. Ms. Senter said she would order those as soon as possible.
- 13) **Website Functionality** – We have added a Frequently Asked Questions section to the website. Ms. Senter will be working towards adding additional information and updating the look of the website as time allows.
- 14) **Purchasing Policy** – Commissioner Dall asked that the current purchasing policy be discussed. Ms. Senter found a purchasing policy that was approved on July 21, 2004. This policy was read to the Board and Ms. Senter confirmed that local businesses are used whenever possible. After some discussion, the Board elected to continue with this policy.
- 15) **Grinder Pump Package Price Increase** – There has been a slight price increase in our grinder pump package price. Previously, we were paying \$3,008.17 each and the cost has gone up to \$3,176.64 – an increase of \$168.47. We ordered two packages in November to replenish our inventory and those were at the old price and received them Tuesday. We now have ten packages in inventory.

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7. New Business

- a. **Review of One Time Adjustment Requests** – At the December 2021 meeting, Commissioner Hathcock asked that the One-Time Adjustment Policy be reviewed to see if a limit needed to be placed on the amount of the adjustment. The initial policy was put into place on October 28, 2008, and was amended in September 2021 to change the maximum amount for a SECOND adjustment from \$100 to \$1,000 before the matter had to be brought before the Board. These adjustments are not common but can sometimes involve thousands of dollars. Commissioner Hathcock asked that we get the figures for all the one-time adjustments and bring it back to the February 2022 meeting.
- b. **Personal Cut Off Review** - At the December 2021 meeting there was some discussion regarding the use of Personal Cut Off Valves. These are a requirement under the District's Rules & Regulations but are not "policed" by the District. Mr. Bennett and I discussed the installation of a personal cut off valve when a water meter is installed. Mr. Bennett indicated that having the District place one at each installation would not be a good idea at this time as it would have to be installed at the water meter itself. We already have a problem with people driving over our water meter boxes and placing a personal cut-off right after the meter would place that equipment in danger as well. As most customers place theirs under their homes or closer to their campers, rather than at the meter location itself it would be better to continue to encourage the customers to install one. We can prepare a handout that includes a diagram and instructions for the installation as well as information about lock off boxes to help prevent unauthorized use of their water. This information can be placed on the website, and a comment printed on the billing cards. Ms. Hathcock explained that she will be adding this information to the new customer package. We will also create a "sign off" portion of the Utility Agreement which requires them to acknowledge the need for a personal cut off valve.
- c. **Voting By Chairman** - Mr. Lindsey Lander, one of our attorney applicants explained at the December meeting that the Chairman could be a voting member of the Board. Ms. Senter confirmed with, Ms. Pemberton that the Chairman of their Commission does vote. After reviewing the minutes of the meetings going back to 2004, this Board has always functioned with a non-voting Chairman. This is believed to be a carry-over" from Taylor Coastal Utilities. Vice Chairman Hunter stated that he thought this policy should continue with no change and the rest of the Board concurred.
- d. **Quarterly Meetings** – Commissioner Hathcock requested that I research the possibility of changing our meetings from Monthly to Quarterly. On December 15, 2014, Commissioner Poppell discussed changing the monthly meetings to quarterly. Office staff contacted the County and asked that this matter be brought before the County. On January 27, 2015, TCWSD Commissioner Thompson reported that the Taylor County BOCC had approved the request for quarterly meetings and the County would hold a public hearing. The County asked that if the quarterly meetings were not effective, that TCWSD go back to monthly meetings and TCWSD agreed. On February 24, 2015, the TCWSD Board voted to formally move to quarterly meetings. The motion was approved 5 to 1. On October 27, 2015, Commissioner Singletary made a motion to return to monthly meetings effective January 2016. The Office Manager at the time supported this move as she felt the quarterly meetings

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were confusing for the Board and Staff. The motion was approved unanimously. Vice Chairman Hunter stated that because our Board is new, it might be better to bring this up later. Commissioner Hathcock asked that this be added to the Agenda for our July 2022 meeting and discussed at that time.

8. Old Business

- a. **Board Attorney Services** – Mr. Ray Curtis has asked that his proposal for providing legal services to the Board be withdrawn. The Board then discussed the remaining proposals. **Commissioner Hathcock made a motion to continue with Mr. J.D. Durant’s services at this time. Commissioner Kicklighter offered a second. Vice Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
- b. **Fish Creek Cove Claim** – Mr. Ray Curtis appeared on behalf of his parents and gave a review of the claim. Mr. Durant spoke about Bert Harris Act claims and their history. He discussed the current costs of litigation and the possibility that the District’s insurance company was looking at those types of expenses when they reviewed the claim. Commissioner Hathcock asked Mr. Curtis if Fish Creek Cove was still open to accepting an arrangement with the District wherein a credit would be placed on their account for \$25,000. Mr. Curtis agreed that that arrangement would be acceptable to them. **Commissioner Hathcock made a motion to approve giving credit to Fish Creek Cove in the amount of \$25,000. Commissioner Lynn offered a second. Vice Chairman Hunter asked for further discussion. Commissioner Kicklighter asked that the motion be restated to include a waiver of claims against the District. Commissioner Hathcock made a motion to direct the board’s counsel to prepare an agreement for the Board to give a \$25,000 credit towards water and sewer service if Fish Creek Cove agrees to waive all claims against the District. Commissioner Lynn offered a second. Vice Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
- c. **Cyril Antony Brown Claim** – Mr. Durant discussed the letter we received from Mr. Cyril Antony Brown’s attorney. Mr. Durant explained that because Mr. Brown no longer owns the property, there is no basis for a Bert Harris Act Claim. Commissioner Hathcock asked Mr. Durant if the District needed to respond to the letter we received from Mr. Brown’s attorney, and Mr. Durant explained that it would be in the best interest of the District to respond.
- d. **Neighborhood Meter Project** – We have finally received most of the parts and pieces we have been waiting for to complete the installations. The installation at the Keaton Beach Boat Ramp is now 90% complete – we are just waiting on the concrete lid to arrive and that install will be complete. The concrete box was so heavy that a crane had to be used to place the box over the installed equipment. Mr. Bennett has purchased some of the missing parts in Tallahassee and picked them up last week. The Dekle Beach installation will be next and should begin next Wednesday. That bypass meter will be installed just North of the Water Treatment Plant.

10. Closing Remarks Commissioners/Staff – there were none.

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**11. Motion to Adjourn**

**Vice Chairman Hunter requested a Motion to Adjourn. Commissioner Hathcock made a motion to adjourn the meeting. Commissioner Lynn offered a second. The meeting adjourned at 7:16 PM.**

Board Actions:

1. The Board approved the minutes from the December 18, 2021, Board Meeting.
2. The Board approved a motion to approve the expenditure of up to \$2,000.00 to engage a bond attorney.
3. The Board approved a motion to accept the Aramark Proposal for Uniforms and fund this year's expense from the Unanticipated Expense budget item.
4. The Board approved a motion to continue with Mr. J.D. Durant's services at this time.
5. The Board approved a motion to direct the board's counsel to prepare an agreement for the Board to agree to a \$25,000 credit towards water and sewer service and waive all claims against the District.



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