

TAYLOR COASTAL WATER & SEWER DISTRICT

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

MINUTES OF REGULAR COMMISSION MEETING

March 24, 2022

1. The meeting was held at the District Building at 6:00 PM on March 24, 2022. Present were Commissioners Michael Hunter, Randy Hathcock, Thomas Kicklighter, Gayle Lundy, Michael Lynn, and Board Attorney J.D. Durant. TCWSD Staff present were Kristi Hathcock and Lynette Senter.

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

2. Election of Chairman – **Commissioner Hathcock made a motion that Vice Chairman Hunter serve as Chairman. Commissioner Lundy offered a second. Vice Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**

Election of Vice Chairman - **Commissioner Lynn made a motion that Commissioner Hathcock serve as Vice Chairman. Commissioner Kicklighter offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**

3. Vice Chairman Hathcock led in prayer and the pledge of allegiance to the flag.
4. There were three guests, Roger Weste, Willi Huxford and Glenn Senter. There were no comments from the public for non-agendaed items.
5. Update on the Water Improvements Project – Mr. Menadier from Dewberry was unable to attend via phone and will give an update at the April meeting.
6. Approval of minutes from the February 17, 2022, Board Meeting and the March 3, 2022, Special Meeting. Chairman Hunter asked if everyone had reviewed the minutes and if there was a motion to approve. **Vice Chairman Hathcock made a motion to accept the minutes from the February 17, 2022, Board Meeting and the March 3, 2022, Special Meeting. Commissioner Kicklighter offered a second. Chairman Hunter asked for further discussion. 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 February 2022 totaled \$67,049.51, \$6,168.19 above the budgeted estimate of \$60,881.32. There was one past due customer and we have made arrangements with the family to get their account caught up. There were no turned off accounts. There were three changes in memberships. There were twenty-two adjustments totaling \$322.19.
- b. **Water Audits – Kristi Hathcock** - Ms. Hathcock reported the water audit for February 2022 showed an estimated water loss of 22.28%. The field staff found a damaged valve on Spoonbill Road and are continuing to look for more leaks. The Neighborhood Meters will help us narrow down other areas.

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- c. **Financial Reports – Lynette Senter**– Ms. Senter reported the sales including new memberships for the month of February 2022 were \$67,049.51, \$6,168.19 above our budgeted amount of \$60,881.33. Exception expenses \$805.13 for Computer Services, \$619.66 for Fuel, \$254.52 for Tractor Expenses, \$7567.25 for Repair/Maintenance at the Wastewater Plant, \$1,135.07 for Replacement Parts for Sewer, and \$31,309.80 for the Neighborhood Meter Expenses. We received \$43.07 in interest income. Total Net Income for February was -\$8,261.35.
- d. **Other Office Manager Items – Lynette Senter**
- 1) **Boat Ramp Lift Station Pump** – Last month, we asked Smith Electric Motors to pick up the pump and give us a repair estimate. We have now gotten an estimate of \$11,201.96 to repair/rehab the pump. We also got a quote for a new pump of \$24,974.55. There was discussion regarding repair versus replacement. Ms. Senter explained that she discussed this with Mr. Bennett as well as the repair company, and they both agreed that repair would be the best choice as no modifications would be needed and this pump will become the backup pump in case of emergency. **Vice Chairman Hathcock made a motion to have the boat ramp lift station pump repaired. Commissioner Kicklighter offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
 - 2) **Lundy Repairs** – The repairs have been made to the contractor error at Henry and Gayle Lundy’s property. Ms. Senter explained that as we do not stock the appropriate plumbing parts and pipe Mr. Bennett has asked that if we discover another error like this, we contract the work out to a plumbing contractor due to the complexities and amount of digging that had to be done.
 - 3) **18835 Beach Road** – Ms. Senter advised the Board that a portion of the parcel located across the street from the District Office and Water Plant has applied for a change in designation from Agriculture to Water Oriented Commercial.
 - 4) **Updated Equipment To Do List** – At the meeting on February 17, 2022, Commissioner Lynn asked for an update on the District’s equipment/assets in need of repair or replacement. Ms. Senter explained that the past month has been really busy, but she and Mr. Bennett have been working on both the water and sewer lists and will have them updated and ready for the Board to review at the April meeting.
 - 5) **Employee Reviews** – Ms. Senter explained that she will be scheduling employee reviews during the month of April. Ms. Senter also told the Board that she will be emailing each Board Member a form so they can review her position as well.
8. New Business
- a. **Reported Sewage Leak at Osprey Circle** – Ms. Senter provided the Board with background information, a history of line usage, and the repair process that followed. She explained that the adjacent property owners would be notified if there was a sewer leak in the future and

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that the District has two Sewer Work signs available for future use.

- b. **County Ordinance Change to Reduce the Number of Board Members** – Ms. Senter provided a copy of the Taylor County Ordinance 2005-03 Section 66-145 that sets the number of Board Members. Ms. Senter explained that in the past, it has been exceedingly difficult to keep a full board, and to ensure a quorum at each meeting. This reduction in numbers was also discussed by previous boards, but no action was taken. Ms. Senter also informed the Board that the original number was set at 7 to try and have a member of each beach area on the Board, but that was never accomplished. There was discussion regarding the ability to increase this number again if it is needed in the future. **Vice Chairman Hathcock made a motion that Ms. Senter prepare a request to the Taylor County Commission asking that the ordinance be changed from seven members to five. Commissioner Lundy offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
- c. **County Ordinance Change to Require Board Members Have an Active District Account** – Ms. Senter explained that currently, the only requirements to be on the TCWSD Board are 1) Own property within the District, and 2) Be a registered voter within the State of Florida. There was discussion by the Board and members of the audience regarding the pros and cons. The Board then agreed to table this discussion for a later date.

9. Old Business

- a. **Consideration of Mr. VanBlargan's Request for Refund** – Ms. Senter provided a response to Mr. VanBlargan's Concerns in the Board package. The board reviewed the information. **Vice Chairman Hathcock made a motion to accept the Staff recommendation that a refund should not be provided. Commissioner Kicklighter offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
- b. **Co-Bank Refinancing** – Mr. Durant is working to obtain the opinion from the bond attorney so that we can proceed with the closing on the loan. He explained to the Board that the cost of the letter would be \$10,000.00. Ms. Senter provided the previous costs for bond attorneys for Phase I which was \$13,392.82 and Phase II which was \$19,547.88. **Commissioner Kicklighter made a motion to approve the expenditure of \$10,000.00 for the Bond Attorney Opinion. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**

Mr. Durant then explained that in order to proceed with the closing, the Board would need to adopt a Resolution approving the refinancing, and that the Chairman and Vice Chairman would need to sign it. **Vice Chairman Hathcock made a motion to adopt the resolution approving the refinancing of the District's USDA-RD Loans. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**

- c. **Neighborhood Meter Project** – Ms. Senter explained that all four neighborhood meters have been installed and she was in the process of making the request for reimbursement to

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Suwanee River Water Management District. We have been notified by Taylor County Engineer, Mr. Kenneth Dudley, that two of the neighborhood meters will require an upgraded lid and hatch system due to their proximity to the County road. Ms. Senter has contacted the supplier and ordered the upgraded lids and hatches. Once we receive the invoice for the new lids and hatches, we will finish the request for reimbursement. The total funds expended are \$101,582.25. Our grant from SRWMD was for \$100,000.00 and the District will make up the remainder.

- d. **Impact Fee Study** – The engineer performing the Impact Fee Study has indicated that she is making great progress and should have a draft study ready for review at our April Board meeting.

10. **Closing Remarks Commissioners/Staff** – Commissioner Kicklighter asked Ms. Senter to ask the Board for help with anything, including future projects. Ms. Senter asked Chairman Hunter and Vice Chairman Hathcock to stop by Capital City Bank to sign new signature cards.

11. **Motion to Adjourn**

Chairman Hunter requested a Motion to Adjourn. Vice Chairman Hathcock made a motion to adjourn the meeting. Commissioner Kicklighter offered a second. The meeting adjourned at 6:57 PM.

Board Actions:

1. The Board approved the election of Chairman Mike Hunter.
2. The Board approved the election of Vice Chairman Randy Hathcock.
3. The Board approved the minutes from the February 17, 2022, and March 3, 2022, Special Board Meeting.
4. The Board approved the quote for repairing the boat ramp lift station pump.
5. The Board approved the request for a change in the County's Ordinance 2005-03, reducing the TCWSD Board from seven members to five members.
6. The Board approved the recommendation that a refund should not be provided to Richard VanBlargan.
7. The Board approved a motion to pay \$10,000.00 for the Bond Attorney's opinion.
8. The Board approved a resolution approving the refinancing of the District's USDA-RD Loans.



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