

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING (Amended)

November 18, 2021

1. The meeting was held at the District Building at 6:00 PM on November 18, 2021. Present were Commissioners David Dall, Thomas Kicklighter, Randy Hathcock and Gayle Lundy. Commissioners William Rich, Mike Hunter and Michael Lynn were absent. TCWSD Staff present were Kristi Hathcock and Lynette Senter. There were two guests, Willi Huxford and Glenn Senter.
2. The meeting was called to order at 6:00 p.m. Commissioner Hathcock led in prayer and the pledge of allegiance to the flag.
3. There were no comments from the public for non-agendaed items.
4. Update on the Water Improvements Project – Trevor Burch from Dewberry called into the meeting. The project is still moving forward towards the construction phase. We will be exploring funding options and reimbursement for the Planning and Design Phase. DEP has not returned our project yet, but we are expecting it soon.
5. Approval of minutes from the October 28, 2021, Board Meeting. 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. Commissioner Kicklighter offered a second. Chairman Dall asked for further discussion. Chairman Dall gave an overview of the dashboard and financial planning tools. 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 October 2021 totaled \$66,478.37, \$5,596.92 higher than the budgeted estimate of \$60,881.45. There was one past due customer. There were no turned off account. There were two changes in membership. There were twenty-three adjustments totaling (\$1,230.59).
 - b. **Water Audits** – Ms. Hathcock reported the water audit for October 2021 showed an estimated water loss of 17.37%. There was a leak at Mr. and Mrs. Lundy's meter on JL Gibson Road. The field staff are still actively looking for any leaks.
 - c. **Financial Reports – Lynette Senter** – Ms. Senter reported the sales including new memberships for the month of October 2021 were \$66,478.37, \$5,596.92 above our budgeted amount of \$60,881.45. Exception expenses were \$697.00 Advertising expenses, \$709.95 Quick Books Payroll renewal, \$746.00 for A/C Repairs at District Office, \$5,055.18 for our water tank maintenance contracts, and \$25,000 for the Water Improvements Project. We received \$44.83 in interest income. Total Net Income for October 2021 was \$5,436.69.
 - d. **Other Office Manager Items** – Lynette Senter

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- (1) Co-Bank – Mr. Durant is working with Co-Bank’s legal team to move our refinancing forward. We have provided them with the original documents for the first loan and are in the process of scanning the documents for the other two loans.
- (2) Field Assistant Position – We have received two applications for the Field Assistant Position. We have had one other person come by and pick up an application, but it has not yet been returned. Once the applications have been received, Ron, David, and I will review them and invite the applicants to an interview process. The interview process will include meeting with the three of us and then spending time in the field with David and Ron. We would like to have the new Field Assistant hired as soon as possible.
- (3) Water Inundation Project – we have found another area of water inundation located along Cedar Island Road. When the Dark Island walkway was installed, it created a slope leading down to property owned by Charles Watson. This is causing water to pour down the slope and directly on top of the Watson’s grinder pump. The riser we need is on back order and as soon as it is received, we will install it.

8. New Business

- a. Preferred Government Underwriters recommendation for Fish Creek Cove Claim – The District had received notice from the insurance company that we have coverage for this claim under our general liability insurance policy. The Board discussed the several scenarios regarding the claim. **Commissioner Hathcock made a motion to postpone this discussion until we have a full board present at our next meeting on December 16, 2021. Commissioner Kicklighter offered a second. Chairman Dall called for further discussion. There was none. By unanimous vote, the motion was approved.**
- b. Review of Attorney Services RFP responses received – The District advertised in several newspapers including Tallahassee, Dixie County, Madison County, Monticello, Jefferson County and Suwanee County. A total of three (3) new proposals were received in addition to the proposal already received by Mr. Ray Curtis during the first RFP process. Ms. Senter prepared scoring sheets, but Commissioner Kicklighter asked if the office staff could prepare a spreadsheet of all the bids received and send it to the Commissioners once it was complete. Ms. Senter will prepare the information and place the discussion on the meeting agenda for December.
- c. Citizen participation on District Committees – Ms. Senter had received a request from Chairman Dall to notify a local citizen regarding meetings of the Finance Committee. There was concern from the office staff regarding citizen participation on committees that were not created by the Board. After some discussion, Commissioner Hathcock asked that Ms. Senter seek guidance from the Board’s attorney and let them know the results.
- d. The District received a letter from Cline Moore on behalf of Cyril Antony Brown regarding his property he sold at Cedar Island. Ms. Senter sent the letter to the Board’s attorney and to

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the District's insurance company. The Board declined to discuss the matter any further until they have received guidance from their attorney and insurance company.

12. Old Business

- a. Review of Changes and Approval of Rules of Procedure and Commissioners Code of Conduct. **Commissioner Hathcock made a motion to postpone the reviews of both items a. and b. until we have a full board present at our next meeting on December 16, 2021. Commissioner Kicklighter offered a second. Chairman Dall called for further discussion. There was none. By unanimous vote, the motion was approved.**
- b. Review of Changes and Approval of TCWSD Rules and Regulations. This review was postponed by a motion included in item a. above.
- c. Neighborhood Meter Project – The District completed its' first Neighborhood Meter installation at the Keaton Beach Boat Ramp earlier today. Customer access to water was down for only 30 minutes. We are awaiting the final concrete cover to finish this installation but will be proceeding with more as soon as the parts are received. Ms. Senter explained that all the pre-installation work done by Ron Bennett was the reason for the great outcome. The Board asked Ms. Senter to thank the field staff for their hard work.
- d. Road Repairs at WWTP – Ms. Senter has reviewed the easements that were granted to the users of the road. These easements specifically state that the District is not responsible for repair or maintenance of the road. If the user wishes to make improvements, they must be reviewed by the District prior to work commencing.
- e. December 7, 2021, Diamond Maps Meeting – Ms. Senter reminded the Board that there will be a training meeting being held at 10:00 A.M. on Tuesday, December 7, 2021. The only Board member that has indicated they will be attending is Chairman Dall. Commissioner Kicklighter has responded that he will not be able to attend.
- f. January 2022 Board Meeting Relocation – Chairman Dall had asked Ms. Senter to explore changing the District's January meeting to be held at the County Commissioner's meeting chambers to allow for the use of their electronic meeting equipment to have the UNC Dashboard and Financial Tools presented. After some discussion, Commissioner Kicklighter said he would work with the office staff to be able to hold an electronic meeting here at the District Building. Commissioner Kicklighter also asked Ms. Senter to send him links to the information to be presented.

13. **Closing Remarks Commissioners/Staff** – Thanks were given to Staff from Commissioner Lundy. Commissioner Kicklighter discussed his concern regarding no paid vacation for the staff. Ms. Senter explained that it has not been a problem in the past as each employee is cross trained to help cover for another employee that needs some time off. If it becomes a problem in the future, she will bring it to the Board. Commissioner Lundy stated that she would like to discuss Christmas bonuses for the staff. Commissioner Kicklighter agreed. There was discussion regarding bonuses and the

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Commissioners suggested that this brought up after the Water Improvements Project is completed. Commissioner Hathcock asked about the holiday schedule and the number of days the District Office is closed. Ms. Senter explained that we follow Taylor County's holiday schedule, and then we are closed the week between Christmas and New Years.

14. Motion to Adjourn

Chairman Dall requested a Motion to Adjourn. Commissioner Hathcock made a motion to adjourn the meeting. Commissioner Lundy offered a second. The meeting adjourned at 7:30 P.M.

Board Actions:

1. The Board approved the minutes from the October 21, 2021, Board Meeting.
2. The Board approved the postponement of discussion of the Fish Creek Cove Claim until the December 16, 2021, meeting.
3. The Board approved the postponement of discussion of the Rules of Procedure and Commissioners Code of Conduct, as well as the TCWSD Rules and Regulations until the December 16, 2021, meeting.



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