

TAYLOR COASTAL WATER & SEWER DISTRICT

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

MINUTES OF REGULAR COMMISSION MEETING

April 21, 2022

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

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

2. Vice Chairman Hathcock led in prayer and the Pledge of Allegiance to the flag.
3. There were five guests, Bishop Clark, Roger Weste, Willi Huxford, Michael Newman, and Glenn Senter.

Mr. Clark spoke with the Board regarding property he owns adjacent to the Dark Island Boat Ramp. He discussed purchasing water from a neighbor and the Board explained that we do not allow sharing of water across lot lines. Mr. Clark then asked if we could provide a water only account. The Board discussed our water only account policy and agreed that Mr. Clark qualified. Ms. Senter explained that the water lines were on the opposite side of Dark Island Road from Mr. Clark's property, and he would be responsible for boring under the road and any additional costs. Mr. Clark indicated that he would try and arrange a meeting with a boring contractor and Ron Bennett to look over the property.

4. Update on the Water Improvements Project – Mr. Ricardo Jimenez and Mr. Matthew O'Conner, called in from Dewberry. They explained that Mr. Menadier is leaving, and they will be working on our project going forward. Mr. Jimenez told the Board that they are finishing the design portion and will be working with SRF regarding funding.
5. Approval of minutes from the March 24, 2022, Board Meeting. Vice Chairman Hathcock asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Lundy made a motion to accept the minutes from the March 24, 2022, Board Meeting. Commissioner Lynn offered a second. Vice Chairman Hathcock 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 March 2022 totaled \$54,267.22, \$385.90 above the budgeted estimate of \$60,881.32. There was one past due customer, one turned off account, and one change in membership. There were twenty-three adjustments totaling \$278.66.

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- b. **Water Audits – Kristi Hathcock** - Ms. Hathcock reported the water audit for March 2022 showed an estimated water loss of 15.92%. The field staff repaired a damaged valve, and we are now reading the neighborhood meters to help determine where we are losing water.
- c. **Financial Reports – Lynette Senter**– Ms. Senter reported the sales including new memberships for the month of March 2022 were \$67,049.51, \$385.90 above our budgeted amount of \$60,881.33. Exception expenses included \$25,000.00 for the Fish Creek Settlement Payment, \$3,013.79 for the Water Truck Payoff, \$470.98 for Checks and Envelopes, \$3,115.00 for Legal Fees, \$10,592.75 to restock grinder pumps, \$1,618.76 to restock sewer parts, and \$16,812.08 for the final payments of the Neighborhood Meter Project. We received \$48.44 in interest income. Total Net Income for March was - \$37,672.11.
- d. **Other District Manager Items – Lynette Senter**
 - (1) **Replacement For Commissioner Kicklighter** – Commissioner Kicklighter has decided not to serve another term. Ms. Senter gave the Board copies of the applications that have been received without any advertising process. We will advertise for Mr. Kicklighter’s replacement and have any additional applications available at the next Board meeting. The Board discussed asking potential applicants to come to the next meeting to be available for any questions the Board might have. Ms. Senter will contact the applicants and give them the opportunity to attend. Ms. Senter declined to give a recommendation regarding the applicants at this time.
 - (2) **Damage To Water Truck** – While reading meters on Tuesday, Mr. Bennett backed into a stump near Lynn Aibejeris’ campground. The damage has been reported to the insurance company and we will work with them to get it repaired. Vice Chairman Hathcock suggested that if the damage was minor, we might want to do our own repairs. Ms. Senter said she would see what the estimate will be and proceed from there.
 - (3) **Well Pipe Repairs/Welding** – Repairs to our well piping system at our primary well will begin next week. This requires that the system be placed on a bypass and various flush hydrants throughout the system may be used to maintain and relieve pressure. We were loaned equipment from Florida Rural Water so that this repair could be made.
 - (4) **Lift Station Pump Age** – At last month’s meeting Ms. Senter stated that the pumps at our lift station have an expected life of 7 years. She explained that she has since found out that it is actually 15 years. In an optimum situation, 20 years can be expected, but due to the constant flow of effluent, more wear and tear is expected, and repair or replacement is often needed before 20 years. Older pumps were better built, and it is often more cost effective to rebuild rather than replace. We have sent another older pump that was taken out of service and mothballed in 2015 to Mr. Smith for an estimate to be repaired/rebuilt.

7. New Business

- a. **Draft Impact Fee Study** - Suwanee River Water Management has submitted their Draft Impact Fee Study. Ms. Senter explained that she reviewed it and was very impressed with the scope and detail of the report. We owe an additional \$2,750.00 for the remainder of the report and as soon as we receive an invoice, we will cut a check and they will then provide us with the clean original of the report. Page two of the study gives a breakdown of the suggested charges and Option B – Replacement Value is the number that Suwanee River suggest that we use for future development. Ms. Senter asked the Board to review the study

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and get back to her with any questions, comments or concerns. The report will be added to the May agenda for approval and adoption. After the study is adopted, Ms. Senter asked Commissioner Lynn for help in preparing a document that we can provide to future developers that outlines our fees, policies and procedures.

- b. **Employee Reviews** - We have completed the employee review process, except for Ms. Senter's review. A review form for Ms. Senter has been given to each Commissioner and she asked that they be completed and given to her by the next meeting.

8. Old Business

- a. **Co-Bank Refinancing**— We have closed on the refinancing of our USDA-RD loans. Ms. Senter provided a copy of the amortization schedule to each of you. Our interest rate is 4.39% for a term of 20 years with \$1,185,106.14 financed. We paid the interest due to USDA of \$31,404.28 instead of rolling that into the current refinance. We will be saving approximately \$127,471.59 minus the attorney's fees for closing. Our previous once a year payment was approximately \$78,977.30 (\$6,581.44 per month). Our new monthly payment will be \$7,491.80 (\$89,901.60 Annual) which is a slight increase, but for a shorter term. Co-Bank will be auto drafting our monthly payment. Most importantly we have come out from under any restrictions placed on our original USDA funding.
- b. **Neighborhood Meter Project** – We have received our \$100,000 reimbursement for the Neighborhood Meter Project. We went over budget approximately \$1,078.33. Two of the meter lids are still being re-manufactured and once received will be put in place by Mr. Melvin Bowden.

Ms. Senter reminded the Board that at the November meeting there was some discussion regarding bonuses for the employees for Christmas. The Commissioners discussed giving bonuses when the Neighborhood Meter Program was complete. The Neighborhood Meter project has now been completed and Ms. Senter asked the board to consider some kind of bonus to the employees for the outstanding effort and many hours of hard work that went into this project being completed, especially so close to the budgeted amount.

Commissioner Kicklighter asked Ms. Senter what she recommended. Ms. Senter said that for all of Ron Bennett's hard work, she would like to see him receive a \$1,000.00 bonus, and \$500.00 for the other field staff for working with Mr. Bennett on this project. Vice Chairman Hathcock asked if there would be animosity from the staff because of the varying amounts. Ms. Senter stated that she did not believe there would be a problem and thought it was proper to give Mr. Bennett a little more recognition. Ms. Senter explained that the staff recognizes the amount of work Mr. Bennett put into the project.

Commissioner Kicklighter asked Ms. Senter if she thought it was enough to be significant, and Ms. Senter replied not really. She explained that she has worked for the District for a long time and always tries to be as conservative as possible. Ms. Senter then said she thought that Mr. Bennett deserved a bonus of \$5,000.00 for doing what he did. He was a "one-man-band" for a lot of the project, and if we had had to bid this out to a contractor, we would have had ten people out there working. Commissioner Kicklighter asked Ms. Senter if Mr. Bennett were to get \$5,000.00 what would be her recommendation for the

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other field staff, and she replied \$2,000.00. **Commissioner Kicklighter made a motion to approve bonuses as recommended. Commissioner Lynn offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.** Ms. Senter asked if the office staff would be included in the bonuses. Commissioner Kicklighter said he was looking for Ms. Senter's recommendation as he did not have a feel for the value creation. He explained that if the work that the office staff did result in savings to the District, we should recognize it. Mr. Durant added that work of the office staff saved the District a lot of money during the refinancing of the USDA Loans, not to mention obtaining the grant funds to undertake the Neighborhood Meter Project, and he thought that was relevant to the Board. **Commissioner Kicklighter made a motion to give \$5,000.00 bonuses to Ms. Senter and Ms. Hathcock specifically for their work with CoBank as well as the Neighborhood Meter Project. Commissioner Lundy offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**

- c. **Asset Management** – Ms. Senter presented and Asset List for Wastewater and one for Water. She and Mr. Bennett concentrated on any assets noted as poor, very poor, and failed for both Water and Wastewater. The remainder of the items will be covered in additional updates but mostly include grinder pump stations and water meters which are on a replacement program as needed. Once we have a handle on the major problems, we will work with Florida Rural Water on our Valve Exercise Program.
- d. **Ordinance Change** – We are waiting on the County to advertise the public hearing for our ordinance change request. Once that is complete, Ms. Senter will attend the public hearing to answer any questions.

- 9. **Closing Remarks Commissioners/Staff** – Commissioner Kicklighter was thanked by the Commissioners for his service.

10. **Motion to Adjourn**

Vice Chairman Hathcock requested a Motion to Adjourn. Commissioner Lundy made a motion to adjourn the meeting. Commissioner Lynn offered a second. The meeting adjourned at 7:04 PM.

Board Actions:

- 1. The Board approved the minutes from the March 24, 2022 Meeting.
- 2. The Board approved bonuses of \$5,000.00 for Mr. Bennett and \$2,000.00 for Mr. Morgan and Mr. Smith.
- 3. The Board approved bonuses of \$5,000.00 for Ms. Senter and Ms. Hathcock.



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