

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

July 21, 2022

1. The meeting was held at the District Building at 6:00 PM on July 21, 2022. Present were Commissioners Mike Hunter, Randy Hathcock, Gayle Lundy, Michael Lynn, Jan Walker, 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. Vice Chairman Hathcock led in prayer and the Pledge of Allegiance to the flag.
3. There were three guests, Willi Huxford, Roger Weste, and Glenn Senter.

Chairman Hunter welcomed Commissioner Jan Walker to the Board.

4. Update on the Water Improvements Project – Mr. Ricardo Jimenez called into the meeting and explained that they are answering questions from different agencies and updating any needed information for the SRF presentation in August. Chairman Hathcock asked Mr. Jimenez which agencies we are dealing with, and Mr. Jimenez explained that they are all within DEP, but different divisions.
5. Approval of minutes from the April 21, 2022, May 19, 2022, and November 18, 2021, Board Meetings. Vice-Chairman Hathcock asked that the minutes from April 2022 have more detail included in item 6. D (5). Ms. Senter will review the recording from April 2022 and add the additional details, amend the minutes, and present those at the August Board Meeting. **Vice Chairman Hathcock made a motion to approve the Minutes for November 18, 2021, and May 19, 2022. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**

### 6. Staff and Committee Reports

- a. **Directors Report May 2022 – Kristi Hathcock** – Ms. Hathcock reported the Water and Sewer sales for the month of May 2022 totaled \$79,856.14, \$18,974.82 above the budgeted estimate of \$60,881.32. There were two past due customers, no turned-off accounts, and three changes in membership. There were thirty-one adjustments totaling (\$1,127.42). Commissioner Lynn asked about the second meter adjustments and Ms. Senter explained that those would appear every month.
- b. **Directors Report June 2022 – Kristi Hathcock** – Ms. Hathcock reported the Water and Sewer sales for the month of June 2022 totaled \$77,933.00, \$17,051.68 above the budgeted estimate of \$60,881.32. There were two past due customers, no turned off accounts, and three changes in membership. There were thirty-eight adjustments totaling (\$1,474.48).

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**MINUTES OF REGULAR COMMISSION MEETING**  
Page 2 of 5

- c. **Other Billing Clerk Items – Kristi Hathcock** – At the previous Board meeting, Vice-Chairman Hathcock asked if we could provide a postage use report. Ms. Hathcock explained that during the June billings, we used 27 First Class stamps for customers who receive more than one bill and 344 Postcard stamps. In July, the Postal Service increased the cost of First-Class Stamps from \$0.58 cents to \$0.60 cents, and Postcard from \$0.40 cents to \$0.44 cents. Vice-Chairman Hathcock suggested that we look at encouraging our customers to get electronic bills and receive a bill credit for doing it, or if a printed bill is requested, add a charge for a printed bill. Ms. Senter said she would explore both possibilities.

**Sewer Adjustment** – On 4/19/2022, the field staff noticed that Dr. Hamdan’s meter was turning but no one was on the property. Ms. Bodiford, who handles Dr. Hamdan’s account was notified, and she asked that the meter be turned off. She explained that Spyridon Aibejeris would be working on the irrigation system to fix the leaks. During meter reading on 5/19/2022, the usage showed 214,000 gallons of water had been used. I contacted Ms. Bodiford and explained that a one-time adjustment had been applied in 2008, and Dr. Hamdan would have to request a sewer adjustment, which he did via email. After our calculations, the sewer credit would be \$1,572.48, making their total bill \$1,785.19, which includes payment for all water used. **Vice-Chairman Hathcock made a motion to approve Dr. Hamdan’s adjustment to his sewer charges. Commissioner Lundy offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**

- d. **Water Audits – May 2022 - Kristi Hathcock** - Ms. Hathcock reported the water audit for May 2022 showed an estimated water loss of 27.48%.
- e. **Water Audits – June 2022 - Kristi Hathcock** - Ms. Hathcock reported the water audit for June 2022 showed an estimated water loss of 24.81%.
- f. **Financial Reports – May 2022 - Lynette Senter**– Ms. Senter reported the sales including new memberships for the month of May 2022 were \$79,856.14, \$18,974.82 above our budgeted income of \$60,881.33. Exception expenses included \$13,000.00 for Bond Opinion and closing costs for the new Co-Bank Loan, \$322.20 to advertise the Board vacancy, and slightly higher than normal costs for fuel and electricity. The District received income of \$49.44 for interest, and \$178.74 for customer repairs. Total Net Income for May was \$22,887.12.
- g. **Financial Reports – June 2022 - Lynette Senter**– Ms. Senter reported the sales including new memberships for the month of June 2022 were \$77,933.00, \$17,051.68 above our budgeted income of \$60,881.33. Exception expenses included \$7,491.80 for the first CoBank payment, \$1,350.00 for two months of mowing, \$5,806.73 for the approved rebuild of the lift station pump, and \$1,030 for new chlorine tanks at the water and wastewater plants. The District received income of \$48.46 for interest. Total Net Income for June was \$31,520.98.
- h. **Other District Manager Items – Lynette Senter**

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**MINUTES OF REGULAR COMMISSION MEETING**  
Page 3 of 5

- (1) **Lift Station at Boat Ramp** – The power panels at the Boat Ramp Lift Station need to be replaced. We received a verbal quote from Ron's Electric of approximately \$22,000.00 and are waiting to receive a written estimate. Ms. Senter will include this in the budget for the 2022-23 fiscal year.
- (2) **Damage To Water Truck** – The parts that were ordered to repair the truck arrived damaged. New parts have been ordered and repairs will be scheduled as soon as they arrive.
- (3) **Bidding Out Services** – We have two vendors who provide mowing and pest control services. The District has a policy of staying with a preferred vendor unless there is a problem with service or cost. As each of these services has not been bid for several years, Ms. Senter requested that we bid them out. The Board agreed and Ms. Senter will prepare ads and RFPs for this process in August.
- (4) **Service Request to Adjacent Property** – We have received a request for water and sewer hookups to the property adjacent to the District Office. The property owner has discussed dividing the parcel into four lots. Ms. Senter explained that service was available, but the owner would have to pay for having the sewer line boring done under the Beach Road. No further requests have been received.
- (5) **Tractor Out of Service** – The tractor is at the service center getting some needed repairs performed. It is estimated to be back in service by July 29<sup>th</sup>.
- (6) **Burned Grinder Tank/Pump** – Customer Raymond Gaskin owns a rental home at Ezell Beach. Mr. Gaskin placed landscaping bricks around his grinder tank lid to keep renters from running over the tank. Unfortunately, the renters mistook this for a fire pit, started a fire and burnt up the grinder pump, tank, wiring and conduit. The installation is a total loss and Mr. Gaskin will be billed for all associated costs of replacing the system. We will have to wait for the tractor to be repaired and for the parts ordered to be received.
- (7) **Property Line Dispute** – Mr. Boatright at Dekle Beach has contacted the office to complain that the grinder pump for the adjacent property was placed on his property. We got a copy of the survey from the adjacent property but have not received one from Mr. Boatright. Chairman Hunter asked if we obtained an easement on each property for the installation of the grinder tanks and Ms. Senter said that we did. The Board discussed that if the grinder tank is placed within the 10-foot easement, the District should not have to move the tank. Ms. Senter will review the easement wording and report back to the Board.
- (8) **Audit Presentation** – Mr. Richard Powell will be at the August 2022 meeting to present our Audit.
- (9) **Board Compensation** – Ms. Senter and Mr. Durant discussed Board compensation as directed during the May 2022 Board meeting. Mr. Durant explained that he reviewed the question of compensation for volunteer boards and that State Law is silent on this matter. Ms. Senter explained that the compensation in the form of a minimum monthly bill credit for each meeting attended could be processed through the District's billing software. For example, a credit for this meeting in July would be credited to the billings prepared on August 21, 2022. Dr. Roger Weste asked if this credit would be applied as a bill adjustment and Ms. Senter answered that it could. Mr. Willi Huxford asked if this would require that the District issue 1099s for this compensation and requested that the District ask

**TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING**

**Page 4 of 5**

their accountant for guidance. Ms. Senter asked the Board if they wished to place this on the Agenda for the August meeting. The Board indicated that they were ready to go ahead and vote on the matter. **Vice Chairman Hathcock made a motion that the District Board Members receive a monthly bill credit in the amount of the minimum monthly bill for each meeting that they attend. Commissioner Lundy seconded the motion. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**

7. New Business

- a. **Water-Only Account Approval** – Mr. James Dees has requested a water-only account for a lot located at 20181 Beach Road. Mr. Dees has sold his home and retained ownership of the adjacent lot. He is requesting water for landscaping purposes only. **Commissioner Lundy made a motion that the Board grant a water only account to Mr. Dees. Vice-Chairman Hathcock seconded the motion. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
- b. **2021 Consumer Confidence Report** – The District has prepared and distributed its 2021 Consumer Confidence Report in conjunction with Florida DEP. There were no violations or exceedances, and we had a clean report.
- c. **Water Loss Project** – The entire staff has been working on this project. The Field Staff have ridden the roads looking for wet areas, the office staff have been comparing the readings at the water plant and wastewater plant, customer usage, and reviewing monthly reports. A few small leaks have been discovered and repaired but we are still experiencing a higher-than-normal loss. Field Manager Ron Bennett has suggested that we start replacing older water meters that may not be accurately representing usage. We have also contacted Florida Rural Water for assistance with our valves. Mr. Bennett will be requesting help from Florida Rural Water using their more sophisticated listening devices to work on this project as well.
- d. **Preliminary Budget** – Ms. Senter presented the Board with a preliminary budget for the 2022-23 fiscal year. The overall increase is 13% and incorporates a 2.5% rate increase for both water and sewer monthly rates. Funds have been allocated for repair projects at both the water and wastewater plants as well as a 5% salary increase for the employees. Ms. Senter asked the Board to review the numbers and she will bring any additional information and changes to the next meeting for review.

8. Old Business

- a. **Impact Fees** – The Board has received an Impact Fee Study that was performed by Florida Rural Water. It was reviewed at the May meeting and the Board asked that this be placed on the July agenda as we did not yet have a full Board. The Board discussed the study and asked that the new Board member, Commissioner Walker receive a copy to review. Ms. Senter will send an electronic copy to all the Board members for future discussion.

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**MINUTES OF REGULAR COMMISSION MEETING**  
**Page 5 of 5**

- b. **Neighborhood Meter Project Update** – We are still awaiting delivery of the two lids to be reinstalled. The projected delivery date is estimated to be another 4 weeks.

9. **Closing Remarks Commissioners/Staff** – There were none.

10. **Motion to Adjourn**

**Chairman Hunter requested a Motion to Adjourn. Vice Chairman Hathcock made a motion to adjourn the meeting. Commissioner Lynn offered a second. The meeting adjourned at 6:54 PM.**

Board Actions:

1. Approval of the minutes for November 18, 2021, and May 19, 2022.
2. The Board approved a sewer credit for Dr. Hamdan's account.
3. The Board approved a minimum monthly bill credit for each meeting that they attend.
4. The Board approved a water only account for Mr. James Dees.



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