

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

August 18, 2022

1. The meeting was held at the District Building at 6:00 PM on August 18, 2022. Present were Commissioners Mike Hunter, Gayle Lundy, Michael Lynn, Jan Walker, and Board Attorney J.D. Durant. Commissioner Randy Hathcock was absent. TCWSD Staff present were Kristi Hathcock and Lynette Senter.

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

2. Chairman Hunter asked Glenn Senter to lead in prayer and the Pledge of Allegiance to the flag.
3. There were three guests, Willi Huxford, Roger Weste, and Glenn Senter.
4. Mr. Richard Powell from Powell and Jones presented the Annual Financial Report for the Fiscal Year Ended September 30, 2021. He explained that we had a clean audit and that the District is in a good financial position. **Commissioner Lundy made a motion to accept the 2020-2021 Annual Financial Report. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
5. Update on the Water Improvements Project – Mr. Ricardo Jimenez of Dewberry was unable to call into the meeting.
6. Approval of minutes from the April 21, 2022, and the July 21, 2022, Board Meetings. **Commissioner Lynn made a motion to approve the Minutes for April 21, 2022, and July 21, 2022. Commissioner Lundy offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
7. **Staff and Committee Reports**
 - a. **Directors Report July 2022 – Kristi Hathcock** – Ms. Hathcock reported the sales including new memberships for the month of July 2022 were \$58,785.78, \$2,095.54 below our budget income projection of \$60,881.32. There was one past due customer, no turned off accounts, and two changes in membership. There were thirty-two adjustments totaling (\$3,086.08).
 - b. **Other Billing Clerk Items – Kristi Hathcock**

Sewer Adjustment – On 8/17/2022 the field staff noticed that the Johnson's meter had a high usage. Ms. Hathcock asked the field staff to reread the meter, which was correct, and they noted that the meter was not turning. The field staff was informed that there had been a water line break that had gone undetected for several days. Ms. Hathcock called Mrs. Johnson to advise her of the situation and Mrs. Johnson requested a sewer adjustment, if possible. The Johnsons had already received a one-time adjustment in 2014. The total bill is

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- \$2,865.47 with a 6-month average of under 3,000 gallons per month. A sewer credit of \$1,368.36 could be applied, making their new bill \$1,497.11. **Commissioner Lynn made a motion to grant the sewer adjustment. Commissioner Lundy offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.** Visitor Glenn Senter asked to speak and suggested that the Board could discuss re-setting the one-time adjustment policy to re-set after a certain number of years, allowing long time customers to apply for another adjustment. Chairman Hunter asked Ms. Senter to place this on the agenda for the September meeting.
- c. **Water Audits – July 2022 - Kristi Hathcock** - Ms. Hathcock reported the water audit for July 2022 showed an estimated water loss of 27.67%. The field staff have found and fixed two small leaks.
- d. **Financial Reports – July 2022 - Lynette Senter**– Ms. Senter reported the sales including new memberships for the month of July 2022 were \$58,785.78, \$2,095.54 below our budget income projection of \$60,881.32. Exception expenses included \$8,876.00 for the Annual Financial Report, \$1,328.90 for tractor repairs, \$11,259.18 for new grinder pumps, \$1,485.00 for sewer replacement parts, \$1,000.00 for the annual renewal of our water license, and \$1,194.10 for water replacement parts. The District received income of \$50.39 for interest. Total Net Income for July was -\$2,190.28.
- e. **Other District Manager Items – Lynette Senter**
- (1) **Million Meter Project** – We have identified 92 meters that have readings over 1,000,000 gallons, and 124 meters that have readings over 500,000. We have placed an order for 72 new water meters to begin the replacement program discussed at the July Board Meeting. We are hopeful this will begin to help with our water loss average.
 - (2) **Lift Station at Boat Ramp** – We have asked Ron’s Electric to order the parts necessary to replace the electrical panel. Work is scheduled to begin in early September.
 - (3) **Blowers at Wastewater Treatment Plant** – One of the blowers at the WWTP has failed. There are three blowers at the plant, two are original equipment and one was replaced in 2013. We have received a quote for \$10,178.37 for the purchase and installation of the blower. Ms. Senter recommended that this purchase be made as three blowers are necessary for the optimal operation of the plant. **Commissioner Walker made a motion to approve the recommendation of Ms. Senter for the purchase and installation of the blower. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
 - (4) **Timing Switches For Blowers** – We have ordered new switches (\$420.00 total) for the WWTP Blowers. One has failed when the blower itself quit working and will need to be replaced. An additional timer was purchased as a backup.

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- (5) **Damage To Water Truck** –The parts have arrived, and the truck will be going to the body shop on Monday, August 29th for repairs. We will be reimbursed by the insurance company for the repairs.
- (6) **Bidding Out Services** – We have placed ads for RFPs for pest control services and mowing/lawn care. I spoke with both Mr. JJ Messick and Ms. Lisa Faulkner and assured them that it has nothing to do with their performance for the District. I indicated that it was time to re-bid the services as they have not been rebid for many years. We will open the bids at the September meeting and can make decisions regarding them at the October meeting if necessary.
- (7) **Repairs To Wastewater Truck** – Repairs have been made to the air conditioning and new batteries were purchased.
- (8) **Board Member History** – Kristi has finished a historical overview of the past board members who have served the District. This was a project suggested by Chairman Hunter and will be placed on the website.
- (9) **Organizing WWTP Offices** – We have replaced the old filing cabinet at the WWTP Offices and Ms. Hathcock is in the process of going through old paperwork, making new files, and cleaning up the offices.
- (10) **Board Compensation** – At the July 2022 meeting the Board made a motion to allow for compensation in the form of a minimum monthly bill credit. Mr. Durant has since discovered information that State Statutes does not allow for Special District Boards to receive compensation of this type. **Commissioner Lynn made a motion to rescind the Board Action of July 2022 approving Board Compensation. Commissioner Lundy offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**

8. New Business

- a. **Personnel Changes and Planning** – Ms. Senter reported that Mr. David Morgan had resigned from the District on July 25, 2022. Ms. Senter indicated that she had suspected that Mr. Morgan might retire but that Mr. Morgan refused to give a date or any future plans. Last year, Ms. Senter and Mr. Bennett had discussed future succession planning as Mr. Morgan was nearing his retirement age. Ms. Senter asked Mr. Bennett that because he was a dual licensed operator for both water and wastewater if he would be amenable to becoming the District's Wastewater Operator as well as continuing as the District's Water Operator. Mr. Bennett agreed to this plan and will begin to receive the salary that Mr. Morgan was receiving but will not receive a dual medical stipend or the hourly compensation that was included in Mr. Morgan's original agreement with the District. Ms. Senter has placed an ad for a Field Trainee for Water, and we have had two applicants so far. Mr. Smith will continue his training and education on the wastewater side and the new hire will do the same on the water side. Both trainees will receive cross-training. The Board asked Ms. Senter to be as proactive as possible with future personnel planning.

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Ms. Senter indicated that she had discussed hiring a wastewater operator with a hiring consultant and was told they were in extremely short supply and the average salaries were in excess of \$86,000. The Board asked what our plan is if something happens to Mr. Bennett and Ms. Senter explained that FRWA would provide a Wastewater Operator Contractor that could fill in until the District hired a replacement. Our hope is that our trainees will become the new operators in the future.

- b. **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.
- c. **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.

9. Old Business

- a. **Impact Fees** – At the last meeting, the Board indicated that they wanted all members to review the study and discuss it with a full board present. Ms. Senter made a recommendation that the Board place this on hold for future consideration when it becomes necessary to implement. This will allow the Board to craft a policy to fit our unique District. **Commissioner Walker made a motion to place the Impact Fee Study on hold for future consideration. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
- b. **Neighborhood Meter Project Update** – We are still awaiting delivery of the two lids to be reinstalled. The meters are being read in different ways to help the staff identify some of our water loss.
- c. **Water Loss Project** – Ms. Senter indicated previously that we have started a Million Meter Project. We have also found a leaking valve at the end of Marina Road. The staff will begin a blow-off inspection program early next week which will be done every six months or more often as needed. Mr. Bennett is also going to review the valve system at the water lift station on Beach Road
- d. **Updated Preliminary Budget** – Ms. Senter provided the Board with an updated preliminary budget. There are updates/changes to the personnel portion to take into consideration; Mr.

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Morgan's resignation and Mr. Bennett's assumption of the wastewater operator position, as well as the addition of the Field Assistant/Water Trainee position. Ms. Senter adjusted the line item for the Water Improvements Project, as this was a newly created budget item to allow for expenses during the beginning of the project but had no assigned expenses to account for the additional necessary funds. The bottom-line figures have not changed from last month's presented budget. This budget is using the anticipated 2.5% annual rate increase. The overall increase is 13% over last year and includes a 5% wage increase. Ms. Senter indicated that she may make a few small changes from one fund to another, but the bottom line would not be affected.

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

11. **Motion to Adjourn**

Chairman Hunter requested a Motion to Adjourn. Commissioner Lundy made a motion to adjourn the meeting. Commissioner Lynn offered a second. The meeting adjourned at 6:50 PM.

Board Actions:

1. Approval of the 2020-2021 Financial Audit
2. Approval of the minutes for April 21, 2022, and July 21, 2022.
3. Approval of the One-Time Adjustment for Account 44, J.K. Johnson.
4. Approval of the replacement of the blower at the Wastewater Treatment Plant
5. Approval of the motion to rescind the Commissioner Compensation Policy.
6. Approval of placing the Impact Fee Study on hold for future consideration.



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