

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

September 15, 2022

1. The meeting was held at the District Building at 6:00 PM on September 15, 2022. Present were Commissioners Mike Hunter, Gayle Lundy, Michael Lynn, Jan Walker, Randy Hathcock, and Board Attorney J.D. Durant. TCWSD Staff present was Kristi Hathcock. Lynette Senter was absent.

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

2. Vice Chairman Hathcock led us in prayer and the Pledge of Allegiance to the flag.
3. There were three guests: Glenn Senter, Willi Huxford and Roger Weste. There were no comments from the public for non-agendaed items.
4. **Proposals for Mowing** – Bids for mowing services were received from A & R Lee Services and Faulkner Lawn Care. The staff will prepare a spreadsheet of the bids for presentation at the next Board meeting for review, discussion, and possible acceptance.
5. **Proposals for Pest Control** – We did not receive any bids for Pest Control. Mr. Senter who was sitting in for Ms. Senter spoke with our current provider, Messick Pest Control who indicated that there was a misunderstanding regarding a proposal to Taylor County. Ms. Messick explained there would be no change in the pricing of our current services. Mr. Senter explained that if no bids were received and there was not any problem with the current services, the District kept the current vendor. **Vice Chairman Hathcock made a motion to keep using Messick Pest Control. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
6. **Update on the Water Improvements Project** – Mr. Ricardo Jimenez of Dewberry was unable to call into the meeting due to a storm. Mr. Senter explained the State Revolving Fund had approved us for a 90% funding match for our Water Improvements Project. The District will be responsible for 10% of the nearly \$4 Million Dollar project. Mr. Senter explained that the Water Improvements Project includes a new well, new ground-based storage tank, and new pumping system as well as auto-read meters.
7. Approval of minutes from the August 18, 2022, Board Meeting. **Commissioner Walker made a motion to approve the Minutes for August 18, 2022. Vice Chairman Hathcock offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
8. **Staff and Committee Reports**

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- a. **Directors Report August 2022 – Kristi Hathcock** – Chairman Hunter asked if everyone had reviewed the Director’s Report. The commissioners answered yes. Chairman Hunter asked if there were questions about the Director’s Report. The commissioners said no.
- b. **Water Audits – August 2022 - Kristi Hathcock** - Ms. Hathcock reported the water audit for August 2022 showed an estimated water loss of 35.82%. The field staff fixed a leak at the Marina Road flush valve. The next page included the Water Audits from January 2021 to August 2022. Chairman Hunter asked if there was a way for them to read these meters more often to see where is the largest lost coming from. Ms. Hathcock stated the field staff reads them once a month. Mr. Senter explained that the meters over one million gallons that Mr. Bennett will be replacing will help with finding the water loss. Vice Chairman Hathcock asked if we could read it daily or weekly, and Ms. Hathcock explained that we can. The commissioners discussed this and asked that we read the Neighborhood Meters once a week.
- c. **Financial Reports – August 2022 – Glenn Senter**– Mr. Senter reported the sales including new memberships for the month of August 2022 were \$65,708.70, \$4,827.38 above our budget income projection of \$60,881.32.
- d. **Other District Manager Items – Glenn Senter**
 - (1) **New Water Trainee** – We have hired Anna Edmonds as our new water trainee. Ms. Edmonds’ husband is a licensed Water & Wastewater Trainee, so she has some background knowledge of water and wastewater. She will be starting on October 3, 2022. Her references were excellent, and Mr. Bennett reported that her field interview went very well.
 - (2) **Hurricane Hermine Additional Reimbursement** – The State called Ms. Senter asking for more information from the Hurricane Hermine in 2016. Ms. Senter provided the information they needed, and the State issued more reimbursement in the amount of \$7,105.37.
 - (3) **Million Meter Project** – The new meters have been received and Mr. Bennett and Ms. Senter have started a schedule for their installation.
 - (4) **Lift Station at Boat Ramp** – The equipment has been ordered for the replacement of the electrical panels at the Boat Ramp Lift Station.
 - (5) **Blowers at Wastewater Treatment Plant** – The new blower was installed and is running properly.
 - (6) **Damage To Water Truck** –The damage to the water truck has been repaired and the invoices have been submitted to the insurance company for reimbursement.
 - (7) **Grinder Pump Inventory** – Last month, the Board asked for an inventory of grinder pumps at the Wastewater Treatment Plant. We have 10 Complete Customer Packages, 4 New 120-volt pumps, 10 Rebuilt 120-volt pumps, 2 New 240-volt

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pumps, and 7 Rebuilt 240-volt pumps. This meets the Board's request that we maintain an inventory of 10 customer packages at the wastewater plant.

- (8) **Meal Vouchers** – Ms. Senter prepared a suggested policy for meal vouchers for the Board to discuss. Vice Chairman Hathcock stated that he and Board Attorney, J. D. Durant had a discussion before the meeting started regarding this. Mr. Durant discussed his concerns with the board about the suggested policy and whether it will have a conflict with a Florida Statute that states compensation is fixed at \$5.00 a day with a per-diem of \$300.00 a year per person. **Vice Chairman Hathcock made a motion for the Board's attorney to investigate the suggested Meal Voucher Policy. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**

9. New Business

- a. **Discuss changes in One Time Adjustment Policy** – at the Board meeting in August, a request was made this item be added to the September Agenda. Ms. Senter prepared a suggested policy that included wording setting a limit of \$100.00 over the minimum monthly bill for which the customer could ask for a loss adjustment. The new wording also outlined that if the requested adjustment were between \$100.00 to \$1,000.00, the adjustment could be granted by the District Manager after a review of the account and circumstances. If there is any water loss over \$1,000.00 it would be brought to the Board for approval. The Board, Mr. Durant, and Mr. Senter discussed the Large Loss Adjustment policy. Chairman Hunter asked if we could table the discussion until the next meeting. Mr. Senter asked the commissioners to email their suggestions to Ms. Senter and the commissioners agreed.
- b. **Adoption of Annual Rate Increase** - Chairman Hunter stated that each year we do a rate increase and did anyone have any have any questions. Mr. Senter explained that the rate increase is lower than what was recommended by Florida Rural Water Association. Mr. Senter stated that the bill will increase a \$1.97 per customer. **Commissioner Lundy made a motion to accept the Annual Rate Increase. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. Vice Chairman Hathcock explained he understands that everything is going up, but he is not in favor of this rate increase. Commissioners Lundy, Walker, and Lynn voted aye; Vice Chairman Hathcock voted against.**
- c. **Adoption of Payroll Increase** – Ms. Senter prepared a payroll breakdown that included a 5% increase. The Auditor has suggested that we do a separate motion for payroll increases outside of the adoption of the annual budget. Commissioner Lundy asked about the salary for the new employee and Mr. Senter stated that she will get close to \$15.00 an hour. Ms. Hathcock explained that she has not started yet but she will be making approximately \$1,831.35 after taxes each month. The Board and Mr. Senter discussed the 5% payroll increase and that Mr. Bennett will be both the water and wastewater operator for the District. Vice Chairman Hathcock asked if Mr. Bennett fills in at the Big Bend Water Authority. Mr. Senter stated that Mr. Bennett occasionally fills in at the Big Bend

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Water Authority when they need help. Commissioner Walker asked how many hours a week does Mr. Smith work. Mr. Senter explained that the field staff are all part-time, but Mr. Bennett works around eight hours a day. Chairman Hunter asked if these items were in our Board package last month and Ms. Hathcock confirmed that they were. Chairman Hunter asked if the payroll increase was included in the 2022-2023 Budget and Mr. Senter confirmed that it was. Commissioner Walker explained that she understands we need these quality people to work this operation and it is important that we support our current employees. **Commissioner Lynn made a motion to approve the Payroll Increase of 5%. Commissioner Lundy offered a second. Chairman Hunter asked for further discussion. Commissioners Lundy, Walker, and Lynn voted aye; Vice Chairman Hathcock voted against.**

- d. **Adoption of 2022-2023 Budget** - Chairman Hunter asked if the Board has had time to look over the budget and asked if anyone had questions. **Commissioner Lynn made a motion to accept the 2022-2023 Budget. Commissioner Walker offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**

10. Old Business

- a. **Neighborhood Meter Project Update** – Discussed in item 6.
- b. **Water Loss Project** – Discuss in item 8.b.

11. Closing Remarks Commissioners/Staff – There were none.

12. Motion to Adjourn

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

Board Actions:

1. Approval of the motion to keep using Messick Pest Control.
2. Approval of the minutes for August 18, 2022.
3. Approval of the motion for the Board's attorney to investigate the suggested Meal Voucher Policy.
4. Approval of the motion for the Annual Rate Increase.
5. Approval of the motion for the Payroll Increase of 5%.
6. Approval of the 2022-2023 Budget.



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