

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

October 20, 2022

1. The meeting was held at the District Building at 6:00 PM on October 20, 2022. Present were Commissioners Gayle Lundy, Michael Lynn, Jan Walker, Randy Hathcock, 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 us in prayer and the Pledge of Allegiance to the flag.
3. **Election of Officers for FY 2022-2023** – Vice Chairman Hathcock asked for any questions or comments from the Board. **Commissioner Lynn made a motion to keep the current officers for another term. Commissioner Lundy offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**
4. There were three guests: Glenn Senter, Willi Huxford and Roger Weste. There were no comments from the public for non-agendaed items.
5. **Update on the Water Improvements Project** – Mr. Ricardo Jimenez of Dewberry was unable to call into the meeting. Ms. Senter explained we finally got our package in writing from the State of Florida stating we got 80% funding. Our next steps will be planning the project and starting the bidding process. However, we have to wait for the State of Florida to grant the funding and hope that this will occur by the end of the year. Ms. Senter will update the Board throughout the month if any movement occurs. Vice Chairman Hathcock asked if we could ask the local newspaper to write an article about the put the award of funds and the project. Ms. Senter agreed to contact the newspaper. Mr. Huxford asked that any article include the work the previous board did towards the project and Ms. Senter explained that she would provide a history of the project to include everyone. Commissioner Lundy asked if we could talk about the first new project, Sweetwater Creek Campground and Ms. Senter said she would provide that information. Commissioner Walker asked if the grant money will be given to us upfront. Ms. Senter explained that it is a loan forgiveness program. SRF loans you the money and as the money is spent, the District will apply for reimbursement. Mr. Senter stated that this was an amazing grant because SRF usually only funds approximately 50% of a project's cost. Commissioner Lynn asked Ms. Senter why she thought we got 80% instead of 50%. Ms. Senter explained that she thought it was because we were detailed in what we presented to them, we downsized our project because of the cost, and that we are going to conserve water.
6. Approval of minutes from the September 15, 2022, Board Meeting. **Commissioner Lynn made a motion to approve the Minutes for September 15, 2022. Commissioner Walker offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**

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7. Consent Items – Lynette Senter

- a. After the discussion from the last Board meeting, the presentation of the Director's Report and Financial Report has been changed to a Consent Item. The Taylor County Board of Commissioners handles their financial items in this manner. Questions regarding the items are always welcome and then a motion, a second and a vote approves the reports. Commissioner Lynn asked if there was anything we needed to know from the reports. Ms. Senter explained that she prepared an overview of the out of ordinary expenses and would do so each month. The main items were \$10,750 for Ron's Electric to begin the work at the Marina Lift Station and \$10,138.37 for the previously approved new blower motor at the WWTP. **Vice Chairman Hathcock requested a Motion for the Consent Items. Commissioner Lundy made a motion to approve the Consent Items. Commissioner Lynn offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**

8. Other District Manager Items – Lynette Senter

- (1) **Lift Station at Boat Ramp** – We have had some problems at the lift station at the boat ramp. Earlier in the year the Board approved a rebuild of an older pump to be used as a backup. This allowed us to maintain service while the other two pumps were removed, and the backup was installed by Padgett Crane Service. Some metal may have sheared off one pump and affected the other pump putting them both out of commission, but we won't know for sure until after they have been looked at. Running with one pump is okay on a short-term basis because our flow is so low right now. Both pumps have been picked up by Smith Electric Motor service to check for repair and/or replacement. Vice Chairman Hathcock asked if we could get an email with any updates or do we have to wait until next meeting. Ms. Senter stated that she would email the Board with an update and recommendation.
- (2) **DEP Water Notification** – We got a notification from Florida DEP that our annual Disinfection Byproducts report was not in compliance. DEP explained that it was not an issue with Taylor Coastal but an issue with Eurofins Labs. Eurofins Labs has purchased Flowers Chemical Labs and are in the process of doing an equipment and process upgrade. Approximately eighteen other water plants were affected by this problem. DEP regulations require that we resample and notify our customers of the problem. After discussing the problem with Eurofins management, they have written a letter explaining that it was not Taylor Coastal Water and Sewer District's fault, but their lab issue. This letter will be mailed to our customers with the November billings. Eurofins agreed to cover the cost of the resampling and to pay for the extra postage required to send the letters. Commissioner Lynn asked when we are to retest. Ms. Senter explained that we have already retested and sent the results to Florida DEP.

9. New Business

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- a. **Review and Approval of the 2022-2023 Board Calendar and Holiday Schedule** – The Board Calendar and Holiday schedule contain no changes. The monthly meeting is scheduled for the third Thursday of each month at 6:00 PM. The office holidays follow Taylor County's except for between Christmas and New Year's. Commissioner Lundy asked if we could change the October Board meeting to a Wednesday night due to the Forest Festival. Commissioner Lynn stated we could approve this calendar and then and change it later to accommodate the festival fireworks next year. **Vice Chairman Hathcock requested a Motion for the approval of the 2022-2023 Board Calendar and Holiday Schedule. Commissioner Walker made a motion to approve the 2022-2023 Board Calendar and Holiday Schedule. Commissioner Lundy offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**
- b. **Review of 2022 – 2023 Rules and Regulations** – Ms. Senter presented this for review and asked the Board to let her know of any corrections or additions. The changes Ms. Senter made included updating the rates and changing the One Time Adjustment to Large Loss Adjustment. This will be presented for approval at the November 2022 meeting.
- c. **Rules of Procedure and Commissioners Code of Conduct** – Ms. Senter presented this for review and asked the Board to let her know of any changes. The changes included correcting a few spelling errors and dates. This will be presented for approval at the November 2022 meeting.

10. Old Business

- a. **Review of Mowing Bid Reports** – Ms. Senter prepared a spreadsheet of the two mowing bids that were received. She reviewed the quotes and discussed the differences. Faulkner Lawn Service quoted both a once a month at \$765.00 per cut and bi-monthly mowing at \$475.00 per cut. A&R Lee Services quoted a once a month mowing at \$515.00 per cut. A&R Lee Services quote included all of our booster stations and Faulkner Lawn Care included only one booster station. Weed control was quoted at market price from both vendors. Ms. Senter explained that neither vendor provided workers' compensation insurance information as requested in the RFP. Vice Chairman Hathcock stated that neither one has workers' compensation. Ms. Senter said she had called A&R Lee Services and they said as a "one-man operation" with no employees only self-employed contractors, they do not need workers' compensation. The Board's Attorney discussed that workers' compensation is between the employer and his employees and that it doesn't give us any protection. It is the District's Liability Insurance which provides protection. The Board discussed alternatives and Commissioner Lynn mentioned the possibility of having A&R Lee sign an agreement that only he would be providing our services. Ms. Senter stated that she would contact both vendors to get additional information and put this on the agenda for November as mowing season is over.
- b. **Water Audit and Water Loss Project** – Our water Audit showed a 45% loss, our largest yet. We have been working as much as possible to try and figure out where this water loss is occurring. George Glover from Florida Rural Water spent a day with our staff and

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provided a Ground Penetrating Radar system to use. A leak was located behind the Keaton Beach Bums store which has now been repaired. As the GPR system is hard to use in our area due to the high-water table, Mr. Glover suggested visiting the most remove or unused blow off sites. A large leak was found at a blow off-hydrant located near Dr. Morgan's property. This blow-off was installed over 20 years ago and is on a line does not have any service. As this hydrant is on an unused road and covered with undergrowth, Mr. Bennett discontinued the line and removed the blow off hydrant. Mr. Bennett anticipated that we could have been losing as much as 10,000 gallons per day. The field staff have continued to inspect every blow-off hydrant and compiled notes on the description of each and if any repairs are needed as well as photos for our records. No further leaks have been found at the blow off sites. One valve has been replaced and we have ordered two others for future work at a cost of \$450.00 each.

Ms. Senter has created books for each part of the water loss project to streamline the paperwork that is being generated. The Million Meter Project is going well and all the meters with usage over one million gallons have now been replaced at Dekle Beach. The field staff have now begun replacing meters at Keaton Beach.

Ms. Hathcock has input both the water and wastewater flows for the past two years and we have created a 20-page spreadsheet. Industry standard is approximately 30% of the water pumped should end up at the wastewater plant but as we have a lot of outdoor water use, we are going to ask Florida Rural water for some help in adjusting that number if necessary and will continue to work on this.

We have received parts to repair one of our leak detectors and have purchased another one for the field staff to use. This will allow two people to listen for leaks and work together. Ms. Edmonds, our new employee, is doing an excellent job and has jumped right in on the Water Loss Project. She has asked to take the golfcart to drive along each waterline in each neighborhood to check for leaks.

Florida Rural Water is just as confused as we are about the continued water loss. Mr. Bennett talked with them about his middle of the night visits that are showing no water going through several of the neighborhood meters. They asked us if we suspected any kind of tampering with our lines or blow-off hydrants, but it would be difficult for someone to turn on the valve and then turn them off without being seen. Vice Chairman Hathcock asked if we have readily accessible valves and Ms. Senter explained that we do have a couple in the system at Cedar Island and there is no way to lock them. Any readily accessible valves will be among the first replaced. Commissioner Lundy asked about placing something around meters to protect them from people driving over them and breaking them. Ms. Senter explained that Ron recommends putting PVC stakes around them but to call 811 before stakes are installed.

- c. **Large Loss/One Time Adjustment Policy Update** – Ms. Senter made a few changes to the policy. A customer would have to exceed \$500.00 over the minimum monthly bill before they could ask for an adjustment. This change would help customers with large losses. The District office could grant adjustments for amounts of \$500.00 to \$1,000.00

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and any adjustments over that amount would be brought to the Board. If a property changed hands or after a period of five years, this adjustment system would reset and adjustments for additional losses could be provided. **Commissioner Lynn made a motion to approve the Large Loss Adjustment Policy. Commissioner Lundy offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**

11. **Closing Remarks Commissioners/Staff** – Commissioner Walker asked if we could begin budget discussions earlier in the year, so the Board has a chance to review it in detail. Ms. Senter agreed to have a preliminary budget available for the May 2023 meeting.

12. **Motion to Adjourn**

Vice Chairman Hathcock requested a Motion to Adjourn. Commissioner Lundy made a motion to adjourn the meeting. Commissioner Walker offered a second. The meeting adjourned at 6:35 PM.

Board Actions:

1. Approval of the Motion for Elections of Officers FY 2022-2023.
2. Approval of the minutes for September 15, 2022.
3. Approval of the motion for the Consent Items.
4. Approval of the motion for 2022 – 2023 Board Calendar and Holiday Schedule.
5. Approval of the motion for the Large Loss/One Time Adjustment Policy.



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