

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

November 17, 2022

1. The meeting was held at the District Building at 6:00 PM on November 17, 2022. Present were Commissioners Mike Hunter, Gayle Lundy, Michael Lynn, Jan Walker, Randy Hathcock, 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 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. **Update on the Water Improvements Project** – Mr. Matt O'Connor from Dewberry called into the meeting to give a brief update. They are working with the State Revolving Fund (SRF) to complete the necessary paperwork and contracts for our SRF funding. Mr. O'Connor anticipates that we may be ready to proceed to the contractor bidding stage by early Spring.
5. Approval of minutes from the October 20, 2022, Board Meeting. **Commissioner Hathcock made a motion to approve the Minutes for October 20, 2022. Commissioner Lundy offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
6. **Consent Items – Lynette Senter**

Commissioner Lundy made a motion to help Mr. Melvin Bowden with his bill that is past due by forgiving a portion of it. Ms. Senter explained that the Office deals with these situations on an individual basis and that forgiving a balance might create a precedence. The Office staff works with a customer to spread out their payments, remove late fees, or take partial payments towards the balance. The Board discussed this and agreed to let the Office continue to handle these situations. **Commissioner Lundy withdrew her motion.** Commissioner Lynn asked if there were any unusual items in the financial report and Ms. Senter explained that the annual renewal of the Public Employee Dishonesty Bond, the annual renewal of the Quickbooks Software, restocking of frequently used parts and our annual tank maintenance were the only out of normal expenses but were within the budgeted numbers. **Commissioner Lundy made a motion to approve the Consent Items. Commissioner Hathcock offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**

7. **Other District Manager Items – Lynette Senter**

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- a. **Account Transfers to Balance Budget** – At December’s meeting Ms. Senter will present a list of account transfers to balance our 2021-2022 fiscal year budget.

8. New Business

- a. **Lift Pump Replacement and Reconfiguration at Boat Ramp** – Ms. Senter told the Board that an order had been placed with Xylem for two new 20 hp pumps for the lift station at a cost of \$43,900. She has been given an estimated delivery date of up to 6 months but hopes it will be sooner. Our field staff and our electrician have been also working with Xylem to update the power panel, install a soft start system and install an ultrasonic depth measuring system. These updates should create a better working environment for our new pumps. Ms. Senter also explained that at the request of Commissioner Hathcock, she has contacted Smith Electric Motor Repair to ask if our two damaged pumps could be salvaged into one pump that could be used for backup purposes. They agreed to look at what could be done and will get back with us in several weeks. Ms. Senter will keep the Board updated on the situation.

9. Old Business

- a. **Approval of 2022 – 2023 Rules and Regulations** – Ms. Senter asked that this be approved for the current fiscal year. **Commissioner Hathcock made a motion to approve both the 2022-2023 Rules and Regulations and the 2022-23 Rules of Procedure and Commissioners Code of Conduct. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
- b. **Approval of 2022-23 Rules of Procedure and Commissioners Code of Conduct** – Approved in item a. above.
- c. **Discussion of Mowing Bids** – Ms. Senter explained that Mr. and Mrs. Lee wanted to appear and discuss their bid, but a family illness prevented them from coming tonight. The Board decided that this discussion should be postponed until the meeting on January 19, 2023.
- a. **Water Audit and Water Loss Project** – Ms. Senter explained to the Board that our Water Loss projects are making a dent in our water audit. Our loss percentage has decreased from 45% to 19.42%. The additional good news is that Mr. Jim Stephens, a local resident, discovered a leaking water meter on Beach Road just past Ben Lindsey Road. He contacted Ron Bennett early that morning and Mr. Bennett had the meter disconnected, the line repaired and taken out of service within two hours. This meter was installed in 1993 with a bore under the road. The account received a meter, but the account was never activated and put into service. Mr. Bennett estimates that we were losing as much as 30,000 gallons per day for the past several months. Chairman Hunter asked if we would have found the leak with our crew and Ms. Senter said that it would have been found in the next phase which was to include using the leak detectors along all of the water lines running along Beach Road, but we were glad for the help from a resident. The Office will send Mr. Stephens a thank you card. Ms. Senter reported to the Board that 58 meters were replaced this month with approximately 38 left in the Million Gallon Meter program.

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Commissioner Hathcock asked if we had seen any change from this, and Ms. Senter explained that we should see a gradual increase in the number of gallons sold. She explained that aging meters slow down and the new meters should more accurately reflect what is being sold. Ms. Senter told the Board that she and Ms. Hathcock were going to compile a list of turned off accounts so that the Field Staff could verify the meters had been removed to help prevent future problems.

10. **Closing Remarks Commissioners/Staff** – The Commissioners expressed Happy Thanksgiving to the Board and Staff.

11. **Motion to Adjourn**

Chairman Hunter requested a Motion to Adjourn. Commissioner Lundy made a motion to adjourn the meeting. Commissioner Walker offered a second. The meeting adjourned at 6:21 PM.

Board Actions:

1. Approval of the minutes for October 20, 2022
2. Approval of the motion for the Consent Items
3. Approval of the motion to approve the 2022-23 Rules and Regulations and 2022-23 Rules of Procedure and Commissioners Code of Conduct



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