

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

January 19, 2023

1. The meeting was held at the District Building at 6:00 PM on January 19, 2023. Present were Commissioners Mike Hunter, Michael Lynn, Jan Walker, Randy Hathcock, and Board Attorney J.D. Durant. Commissioner Gayle Lundy 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. There were three guests: Commissioner Michael Newman, Glenn Senter, and Willi Huxford. 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. The loan application for the State Revolving Fund was submitted in late December. Mr. O’Connor estimates that we should hear back from the Department of Environmental Protection by next week and if changes are needed they will work with DEP. Closing documents for the loan should take between 60 to 90 days to complete.
5. Approval of the Minutes from the November 17, 2022, Board Meeting. **Commissioner Hathcock made a motion to approve the Minutes for November 17, 2022. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
6. Consent Items – Lynette Senter - **Commissioner Hathcock made a motion to approve the Consent Items. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
7. Other District Manager Items – Lynette Senter
  - a. Freeze Adjustments – Ms. Senter explained that the past practice of the District was to offer a “Freeze Adjustment” after the area experiences a freeze event. The staff compiled a 12-month average use report and will compare that to any customers who have higher than normal usage. An adjustment is then made to the customer’s account using the averaging calculation. The Board discussed this and determined that it was a good customer service practice and asked Ms. Senter to continue the policy.
  - b. Gago One-Time Adjustment – Mr. Anthony Gago called to report a break in a faucet at his home and requested a one-time adjustment due to a faucet break on the side of his home. No one was at the property for approximately three weeks and 350,000 gallons had run through

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the break. He confirmed that the repairs have been made and there is no further water loss. Mr. Gago will receive a one-time adjustment of \$5,602.38, bringing his bill to \$125.32.

- c. Melvin Bowden Account – Mr. Bowden is continuing to work with the District to bring his account current.
- d. Alvin Catalano Account – The District has not received a payment on this account since October 3, 2022. Attempts to contact the Catalanos were made by phone and email but no response was received. We were informed by a neighbor that Mr. Alvin Catalano passed away in December but we have not received any notification from the family for a change in the account. The home burned down on January 3, 2023 and the District’s grinder pump equipment was destroyed. We contacted Ms. Stephanie Catalano and let her know that we would turn off the account and waive the turn off fee, but that there was still a balance owing. She indicated that she did not know when she would pay the monies owed. We waited seven days and have now filed a Utility Lien on the property. The District’s policy regarding destruction of our equipment is that when future service is requested, the requestor must satisfy any outstanding liens and are responsible for paying for the new equipment.
- e. Sawgrass Bay Agreement – At the November Meeting, the Board asked for an explanation regarding this agreement. In 2002, Mr. Russell Belcher asked that water service be provided to 36 lots within his subdivision, Sawgrass Bay. The District was not in a financial position to be able to put the service in at that time. Mr. Belcher agreed to underwrite the project with the agreement that the District reimburse him \$500 per lot as each water account was established up to a total of 36 lots. As of today, three (3) lots have received service and Mr. Belcher has received a total of \$1,500.00. Mr. Belcher paid \$17,670.00 to have the water lines installed and is contracted to receive a total of \$18,000.00 through this agreement for 36 lots.

8. New Business

- a. Account Transfers to Balance Budget – Ms. Senter explained that at our last Audit, the Accountant requested that the after the close of the fiscal year, the Board approve the movement of monies to balance the budget. After the transfers are complete, the District will return \$97,006.19 to the general fund. **Commissioner Hathcock made a motion to approve the Account Transfers to balance the 2021-2022 Budget. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
- b. Quarterly Board Meetings - Ms. Senter explained that in 2015, the District Board asked Taylor County to approve a move to quarterly meetings, and the County agreed. At the end of 2015, the Board voted to resume their regular monthly meetings. Ms. Senter called the Florida Association of Special Districts for guidance, and they referred her to Florida Statute Chapter 153.53 which indicates that monthly meetings are required. Mr. Durant explained that he agreed with the Statute regarding monthly meetings. There was further discussion regarding how this was accomplished earlier and why it was changed back. The Board agreed to stay with the original monthly meeting schedule.

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- c. Cell Phone Tower Request – The District received an email inquiring about the possibility of a cell phone company purchasing a piece of property from the District to build a cell tower. The indicated property is part of our Wastewater Treatment Plant acreage. Ms. Senter explained that she had discussed this with Mr. Bennett, and he was concerned about restrictions being placed on the property and its closeness to our monitoring well. Ms. Senter also explained that we would most likely have to get clearance from Florida DEP. The Board discussed the situation and asked Ms. Senter to get further financial details.

9. Old Business

- a. Lift Station at Boat Ramp -The pumps have been delivered and are awaiting the completion of the new electrical panels, starters and depth measurement devices. Ron's Electric is working steadily but have been hampered by the supply chain issues for some of the parts. Ms. Senter explained that she had asked if the two pumps that were no longer working could be cannibalized to build a new backup pump but found out that most of the same parts/pieces were bad in each pump and the estimated rebuild quote was over \$16,000.
- b. Discussion of Mowing Bids – Ms. Senter explained that the Board had not accepted any of the bids presented in our Mowing RFP and she asked for guidance before the new mowing season began. Commissioner Hathcock expressed his concern with the lack of Workers' Compensation coverage from the two bidders who had presented bids. Mr. Durant explained that Workers' Compensation insurance protected the employer if an employee was injured, and also that the employer's general liability would cover additional employee claims. Commissioner Hathcock explained that he was still concerned about the District being drawn into a lawsuit. Ms. Senter asked if the Board wished to re-bid the services and revise the RFP to remove the Workers' Compensation requirement. The Board decided to re-bid the services and asked Ms. Senter to work with Mr. Durant to change the Workers' Compensation requirements and add an option of providing a waiver if a single person will be performing the work. Mr. Durant will also review the conflict-of-interest rules regarding bidding by relatives of board members.
- c. Water Audit and Water Loss Project – Ms. Senter explained to the Board that our Water Loss for November showed improvement, but our losses increased during December. The freeze will account for some of the non-metered water losses due to leaks on the District's hydrants, and water left running to prevent freezing of testing sites and lines at the water and sewer plants. The staff is still using our weekly readings, our reporting plans and our neighborhood meters to try and find more leaks. Ms. Senter spoke with two water leak location companies who both explained that due to the size of our district and the types of soil, their services would not be of benefit. Mr. Bennett discussed the leak with our Florida Rural Water Association representative who explained that the losses could be caused by multiple tiny breaks or holes in our lines, and it would be a long process to find them all. Our research has shown that when some of the leaks are fixed, the pressure increases after that repair along the line which could cause further leaks to start or increase. We are working within the plan that was created last year and will continue to work to eliminate as many leaks as possible. Commissioner Hathcock explained that the

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water loss is an ongoing concern and has been a project since he became a board member. Ms. Senter explained that due to the age of our pipes, the shifting soils within the District and the length of the runs between neighborhoods, these losses would be a continuing project. We have replaced 82 meters in our million-meter replacement program with 14 remaining.

10. Closing Remarks Commissioners/Staff – The Commissioners expressed thanks to the staff.
11. Motion to Adjourn

**Chairman Hunter requested a Motion to Adjourn. Commissioner 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 17, 2022
2. Approval of the motion for the Consent Items
3. Approval of the motion to complete the 2021-2022 budget balancing.



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