

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

May 18, 2023

1. The meeting was held at the District Building at 6:00 PM on May 18, 2023. Present were Commissioners Michael Lynn, Jan Walker, and Randy Hathcock. Commissioners Mike Hunter and Gayle Lundy were 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 two guests, Glenn Senter, and Willi Huxford. There were no comments from the public for non-agenda items.
4. Update on the Water Improvements Project – Matt O'Connor from Dewberry told the Board the final financial documents had been completed and we were ready to move into the advertising phase. Mr. O'Connor will be coming to the District on Tuesday, May 23rd to meet with Ron Bennett and Lynette Senter for a final review of the construction plans.
5. Approval of the Minutes from the March 16, 2023, Board Meeting. **Commissioner Lynn made a motion to approve the Minutes for March 16, 2023. Commissioner Walker offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**
6. Consent Items – **Commissioner Lynn made a motion to approve the Consent Items. Commissioner Walker offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**
7. Other District Manager Items – Lynette Senter
 - a. Ms. Hathcock and Ms. Senter have both recovered from their bouts with COVID. Mr. Bennett had surgery on May 3, 2023, and is back at work and finishing his limited duty. We were able to hire Mr. Dodd from Steinhatchee as the fill-in operator from the 3rd through the 7th for a total cost of \$600.00. We utilized Melvin Bowden to help with an installation this week as Mr. Bennett will not be able to operate our backhoe until next week.
 - b. Anna Edmonds, our water operator trainee/field assistant proposed a new work schedule for the Field Staff. Each trainee will work two 8-hour days and one 9-hour day, with Wednesday as the longer shared day. Mr. Bennett and Ms. Senter discussed this change and agreed to allow a 60-day trial effective May 1st. All of our Field Staff is still on-call for emergencies, and modifications will have to be made during meter reading time. Ms. Senter reported that three weeks into the trial, the new schedule is working well, increasing the amount of work

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that is being accomplished while allowing the water and wastewater trainees to cross-train more efficiently.

- c. Ms. Edmonds and Ms. Senter attended a Water Loss Workshop in Tallahassee on March 29, 2023, sponsored by the American Water Works Association. This is ongoing training and will help the District determine ways to find and eliminate water loss. The District was provided with free software to use to create more detailed reports. Ms. Senter pointed out that our water loss percentage in March was 16.04% and our water loss percentage in April dropped to 11.36%. We found and repaired one blow-off hydrant that had a visible small leak but when it was being fixed, a larger leak was discovered below ground level. We have just finished fixing a leak that was discovered at our water booster station along Beach Road. This 10,000-gallon tank had to be drained and the Field Staff had to climb inside and make the repairs under Mr. Bennett's supervision. The first set of repairs led to the discovery of another leak inside the tank piping. The tank was drained again, and further repairs were made.

Ms. Senter met with Gulf Coast Leak Detection on March 30th. They explained after reviewing our records and driving around the District, that they felt we had more of a water theft problem – unintentional or intentional, rather than leaks. They did not think they would be in a position to assist the District discover leaks unless it is on the longer runs of some of our lines.

On March 31st, Ms. Senter met with Florida Rural Water State Circuit Rider, Fred Handy and Andrew Green who is the Financial Management Circuit Rider, and they spent several hours looking over our reports and records. Mr. Green explained that the water loss does not represent lost income to the District, as the water we are losing is not water we are unable to supply our customers with, but is an expense due to the chemicals, power, salaries, etc. to produce that water. Both Mr. Handy and Mr. Green mentioned the possibility of unintentional or intentional water theft. We discussed the age of the system and the fact that we are comprised of several small water companies that were brought together with few records from that time. There is the possibility that the District has lines/meters that are in use but are not on our system records. Mr. Handy is going to review our neighborhood meter data and reports in more detail and then will devise a plan to isolate various areas and utilize the field staff to turn off the valves and check the flow through the lines. Both Mr. Handy and Mr. Green explained that leak detection is a slow process but that we have been heading in the right direction with our data collection and repairs to larger items such as blow-offs and tanks. Mr. Green came by on Monday and ran some revised water audit figures. He believes that we have been underestimating some of the leaks that we have repaired over the past few years and gave us new tools for estimating probable water loss due to breaks.

- d. The District has received a request from the Taylor County Fire Marshall for information on the existing fire hydrants, the location of our six-inch lines, and the estimated cost to install a fire hydrant on a six-inch line. Ms. Senter has provided the existing information and is waiting for an estimate for installing future fire hydrants. Vice Chairman Hathcock asked

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that Ms. Senter invite the Fire Marshall to our next meeting so that fire hydrants can be discussed with the Board.

- e. Ms. Senter explained that she will begin working on the proposed 2023-24 budget. Commissioner Walker and Ms. Senter will meet and begin working together on this project in early June.

8. New Business

- a. We are continuing to review, repair and replace some of the older equipment at the Wastewater Treatment Plant. We have ordered a new electric motor that is used to power our blowers for \$984.72 and we are continuing to work with Ron's Electric to repair some corroded and malfunctioning electrical issues. The lighting system at the Plant is beginning to malfunction and we have asked Ron's Electric to provide a quote for repairs and/or replacement with newer LED-type lighting. Our De-Cant Pump is nearing the end of its useful life and has a broken bracket that is used to lift the motor in and out of the tank. The pump itself is still operating, but we will need to repair the bracket. Ms. Senter has received a quote for \$7,200.00 to replace the pump and will keep that on file if the pump fails. Vice Chairman Hathcock asked if we had a plan in place for these types of repairs/replacements. Ms. Senter explained that we have an Asset Management Plan in place. Vice Chairman Hathcock asked Ms. Senter to provide that information to the Board at the next meeting.
- b. Ms. Senter obtained a quote from US Water Services Corporation for a substitute water and wastewater operator as substitute for Mr. Bennett during and after his back problems. As US Water had no locally available operators, the cost was fairly high. As previously discussed, the District was able to hire a local operator to cover for Mr. Bennett during this period.

9. Old Business

- a. Ms. Senter contacted several cell tower contract negotiation companies and received a response from only one. This company suggested that the District send a list of questions to the cell tower company so that the contract could be reviewed. Vice Chairman Hathcock suggested that Commissioner Lynn work on this project as he has negotiated contracts like this in the past. Ms. Senter will provide the information from the cell phone company once it is received.
- b. Water Audit and Water Loss Project – This was discussed under item 7.c. above.

10. Closing Remarks Commissioners/Staff

Vice Chairman Hathcock asked if we were satisfied with the new mowing company and Ms. Senter assured him that we were. Commissioner Walker thanked all the District Staff for their continued hard work on the water loss project.

11. Motion to Adjourn

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Vice Chairman Hathcock requested a Motion to Adjourn. Commissioner Lynn made a motion to adjourn the meeting. Commissioner Walker offered a second. The meeting adjourned at 6:34 PM.

Board Actions:

1. Approval of the minutes for March 16, 2023
2. Approval of the motion for the Consent Items

A handwritten signature in blue ink that reads "Lynette Taylor Senter". The signature is written in a cursive style with a large initial 'L'.

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