

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

**July 20, 2023**

1. The meeting was held at the District Building at 6:00 PM on July 20, 2023. Commissioners Mike Hunter, Michael Lynn, Jan Walker, and Randy Hathcock were present. 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 was one guest, Glenn Senter, present.
4. Update on the Water Improvements Project – Mr. Matt O'Connor from Dewberry called in and told the Board that they were working towards getting the bid specifications ready for the project. He also explained that they were reviewing the costs and preparing GIS maps for all of the District's water lines.
5. Approval of the Minutes from the June 15, 2023, Board Meeting. **Commissioner Hathcock made a motion to approve the Minutes for June 15, 2023. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
6. Consent Items – There was a question from Commissioner Hathcock regarding the number of adjustments. Ms. Senter explained that most were sewer adjustments for our second-meter customers, but there were also two one-time adjustments for customers who experienced extraordinary water loss. **Commissioner Lynn 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
  - a. Updated Asset Management Plan – Ms. Senter explained that we are waiting for a meeting with Florida Rural Water to work with us on updating our Asset Management Plan. The updated plan will be provided to the Board as soon as it is completed.
  - b. District Purchasing Policy – A copy of the District's purchasing policy was provided to all Board Members for their review. The Board discussed the limits for purchasing and bidding and decided to keep the policy in place.
  - c. Bidding Insurance – We have begun preparing the bid package for our insurance coverage. It will take approximately 90 days to get quotes for our governmental entity once the RFP is released. We will continue to work on this project during the current October 1<sup>st</sup> renewals

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and after the bids are received any changes to our current insurance can be processed at that time.

8. New Business

- a. Budget Transfer for Sewer Upgrades. Ms. Senter told the Board that this budget transfer was no longer needed for the sewer upgrades.

9. Old Business

- a. Water Audit - The Water Audit for June showed a loss rate of 13.81%. Ms. Senter explained that leaks had been found and repaired, including two at Ezell Beach. The estimates for those leaks may be lower than what was actually lost due to the depth of the lines and the length of time prior to the leaks appearing on the surface.
- b. 2023-24 Draft Budget – Ms. Senter provided the Board with a draft budget that she and Commissioner Walker have been working on. She explained that she has lowered the budget for the next fiscal year due to a slowdown in new customers and usage by current customers. We have added two field trainee positions for the final two months of fiscal year 2023-24 so a training plan can be started prior to Mr. Bennett's retirement. Ms. Senter told the Board she wanted to review the numbers after the July financials and work with Commissioner Walker to bring a final draft for review at the August meeting.

10. Closing Remarks Commissioners/Staff

- a. Commissioner Lynn asked everyone to notify him if they knew of any potential sites for relocation of the ice machine currently on his property along Beach Road. There was some discussion about having it placed on District Property and Ms. Senter agreed that she would ask Mr. Durant if that would be possible.

11. Motion to Adjourn

**Chairman Hunter requested a Motion to Adjourn. Commissioner Hathcock made a motion to adjourn the meeting. Commissioner Walker offered a second. The meeting adjourned at 6:29 PM.**

Board Actions:

1. Approval of the minutes for June 15, 2023
2. Approval of the motion for the Consent Items



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