

TAYLOR COASTAL WATER & SEWER DISTRICT

18820 BEACH ROAD
PERRY, FLORIDA 32348
Phone/Fax: (850) 578-3043
www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

January 18, 2024

1. The meeting was held at the District Building at 6:00 PM on January 18, 2024. Commissioners Mike Hunter, Michael Lynn, and Randy Hathcock were present. Commissioners Jan Walker 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. Election of Officers for Fiscal Year 2023-2024, Chairman, Vice-Chairman, and Secretary – **Vice-Chairman Hathcock made a motion to leave the Chairman, Vice-Chairman, and Secretary the same as last Fiscal Year. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
4. Approval for Board Meeting and District Calendar for Fiscal Year 2023-2024. **Commissioner Lynn made a motion to approve the Board Meeting and District Calendar for Fiscal Year 2023-2024. Vice-Chairman Hathcock offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
5. Welcome guests and open the floor for non-agenda items. There were two guests, Glenn Senter and Willi Huxford. No non-agenda items.
6. Update on the Water Improvements Project – Mr. Matt O'Connor from Dewberry called in and told the Board that they are separating the water project into three construction packages: Well Drilling, Water Plant, and Meter Replacement with the Meter Upgrades. Mr. O'Connor mentioned that the original engineer, Trevor Burch, has come back to Dewberry and has been going through all the documents, catching things and improving them. Mr. O'Connor anticipates we will be able to put the DEP SRF funding requirements on these and send the final packet to Ms. Senter to start the advertising at the end of the month.
7. Approval of the Minutes from the September 21, 2023, Board Meeting and September 26, 2023, Special Meeting. **Vice-Chairman Hathcock made a motion to approve the Minutes for the September 21, 2023, Board Meeting and the September 26, 2023, Special Meeting. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
8. Consent Items – The Board and Ms. Senter discussed the Consent Items. **Vice-Chairman 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.**
9. District Manager Items – Lynette Senter

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- a. We have submitted all our expenses to our insurance company but due to the high storm deductible, Ms. Senter does not anticipate receiving much if any reimbursement. We have submitted the losses to FEMA and are working with them. Vice-Chairman Hathcock asked about our total losses which currently total approximately \$184,877.45. Commissioner Lynn asked about the deductible which is \$6,500 per location plus the 3% storm deductible. We did not exceed the deductible in any one insured location. The grinder pumps are not insurable as they are placed on the customer's property.
- b. We have started advertising for the new field trainee. Mr. Bennett wanted to wait until the training of Mr. Bond had progressed so that he could begin working on his own. We will advertise for four weeks and hopefully will get applicants from the mill.
- c. The United States Department of Environmental Protection is requiring all water providers in the United States to do a Lead Service Line Inventory. Every line in the District must be surveyed and proof provided that lead piping is not used. There are no waivers and the District must hire a third party to perform this inventory. The contractor must get a list of customers from the District, and then get a list of those properties from Taylor County. Any properties built before July 16, 1986, must be surveyed by digging up both sides of the water meter to ensure no lead lines are being used. Once the survey is complete with photographs, it will be submitted to FRWA for payment and then sent to DEP. Ms. Senter contacted Florida Rural Water about a contractor list and found out they had a first-come, first-served funding program for this project. Ms. Senter contacted Mr. George Edmonds to ask if he would be able to do the project and he submitted his proposal. The proposal was sent to FRWA who approved it for funding. All monies will be handled by FRWA directly to the contractor. Commissioner Hathcock asked when our pipes were put in and our guest, Mr. Senter, explained that our pipes were put in in the mid-1980s.
- d. Mr. Durant has dissolved his practice and has moved to Berger Singermen in Tallahassee. Our agreement was with Mr. Durant, so it transferred with Mr. Durant to his new firm.
- e. At the September Meeting, we discussed investing the District's funds. Ms. Senter contacted Mr. Marvin Brooks at Capital City Bank. Mr. Brooks asked one of the bank's investment advisors to call me. We discussed the various options and Ms. Senter asked the investment advisor to meet with our auditor to make sure the plan would work for the District. Ms. Senter then spoke with Chairman Hunter, and he advised me to talk to Mr. Books about a new Hybrid Account at the Bank. After speaking with Mr. Brooks and Ms. Susan Aarons, Ms. Senter determined that this was the least complicated way to increase the District's interest income without tying up any funds in CD's or investment accounts. The new account went into effect on December 1, 2023, and Ms. Senter will provide the interest income breakdown at the next board meeting.
- f. We now have Direct Deposit for the employees. The fees for this service had been prohibitively high in the past but Quick Books has offered it for \$5.00, and we enrolled the employees in December.
- g. Mr. Anthony Wilson has applied for a water-only account. This gentleman is building a house

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at Cedar Island and asked for water during the construction process. We went over the regulations for the water-only account and Mr. Wilson agreed that there would be no buildings or RVs. Ms. Senter asked the Board to approve this request. **Vice-Chairman Hathcock made a motion to approve Anthony Wilson's Water Only Account. Commissioner Lynn offered a second. Vice- Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**

9. New Business

- a. Employee Reviews and Employee Compensation – The Board discussed the employee reviews. Vice-Commissioner Hathcock asked about the increase in our rates. Ms. Senter confirmed our rates were increased 2.5% effective October 1, 2023, and that Florida Rural Water will be doing a new rate study for the District in February 2024. The Board also discussed employee compensation and Chairman Hunter asked the Board to make it retroactive to October 1, 2023. **Commissioner Lynn made a motion for a 5% increase for Ron Bennett, Lynette Senter and Kristi Hathcock... Vice-Chairman Hathcock offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
- b. Approval of 2023-2024 Rules of Procedure and Commissioner Code of Conduct. As there were no changes or updates to these from the previous year, Ms. Senter asked the Board to approve the document. **Vice-Chairman Hathcock made a motion to approve the 2023-2024 Rules of Procedure and Commissioner Code of Conduct. Commissioner Lynn offered a second. Vice-Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**

10. Old Business

- a. Water Audit and Water Loss Project – The Board and Ms. Senter discussed the water audits. There were a few water leaks on our main line and a few customer line breaks. The water loss percentage should go back down. Commissioner Lynn asked when the Neighborhood Meters would be completed. Ms. Senter explained the Neighborhood Meters would be completed with the Water Improvements Project and that these meters would be auto-read meters.
- b. Hurricane Idalia Update – By the end of December 2023, we had spent \$184,877.45 in Hurricane Idalia damages. We replaced mostly grinder pumps, but we had a few E1 boxes and wager vents that needed to be replaced. After the storm, we had to order grinder pumps and wager vents without knowing how many we would need. Ms. Senter explained that we will use the stock throughout the year. The Board and Ms. Senter discussed the Idalia damages and Commissioner Hathcock asked how Florida Rural Water helped us during the hurricane. Ms. Senter explained that they brought us the generators for the District office and both lift stations. They also provided field staff assistance along with JEA – Jacksonville Energy Authority. JEA cleared our fence line at the WWTP and assisted with getting the Marina lift station up and running. We are working with FEMA to help with reimbursement of monies the District has spent.

11. Closing Remarks Commissioners/Staff - None

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12. 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 6:45 PM.

Board Actions:

1. Approval of Election of Officers for Fiscal Year 2023-2024, Chairman, Vice-Chairman, and Secretary
2. Approval for Board Meeting and District Calendar for Fiscal Year 2023-2024
3. Approval of the Minutes from September 21, 2023, Board Meeting and September 26, 2023, Special Meeting.
4. Approval of the motion for the Consent Items
5. Approval of Mr. Wilson's Water-Only Account
6. Approval of Employee Compensation
7. Approval of 2023-2024 Rules of Procedure and Commissioner Code of Conduct



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