

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

September 21, 2023

1. The meeting was held at the District Building at 6:00 PM on September 21, 2023. Commissioners Michael Lynn, Jan Walker, Randy Hathcock, and Gayle Lundy were present. Commissioner Mike Hunter 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 four guests, Glenn Senter, Roger Weste, Willi Huxford, and Caleb Perla were present.
4. Update on the Water Improvements Project – Mr. Matt O'Connor from Dewberry called in and told the Board that they are finishing the maps for the bid process and will have them for review to Ms. Senter in two weeks. He also said he is hoping to have the bid package ready for review at the October Board meeting.
5. Caleb Perla from Powell & Jones presented the Annual Financial Report for FY 2021-2022. There were no findings of note, and the Audit was clean. **Commissioner Lynn made a motion to approve the Annual Financial Report for Fiscal Year 2021-2022. Commissioner Walker offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**
6. Approval of the Minutes from the July 20, 2023, Board Meeting. **Commissioner Lundy made a motion to approve the Minutes for July 20, 2023. Commissioner Lynn offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**
7. Consent Items – **Commissioner Walker made a motion to approve the Consent Items. Commissioner Lynn offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**
8. District Manager Items – Lynette Senter
 - a. Hurricane Idalia Update – Ms. Senter explained that the District fared better than most of the surrounding areas. We received help from Florida Rural Water who provided generators for the District Office and wastewater lift stations, as well as a lot of people who assisted with damage. The Jacksonville Energy Authority (JEA) also arrived the next day and stayed for several days helping with electrical work at the plants, cleaning storm debris from our fence lines, and labor wherever needed. Ms. Senter will be writing thank you letters to both organizations next week.

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- b. Storm Adjustments - Ms. Senter explained that we will be making appropriate storm adjustments using the customer's twelve-month average usage.
- c. Customer Personal Cut-Offs – Vice Chairman Hathcock had discussed this with Ms. Senter right after the hurricane as he was helping to turn off the meters and had to use the District's meter, rather than a customer turn off. Ms. Senter explained that she would be adding the requirement for a personal cut off to the District's Rules & Regulations, sending out a notice to the customers, and making this part of the water meter installation for all future new accounts, adding the additional cost to the water fee. Ms. Senter will discuss this with Mr. Bennett to determine an appropriate charge.
- d. Investment of District Funds – Ms. Senter explained that Chairman Hunter had discussed this with her, and she was going to be contacting local banks. Commissioner Lynn said that he was acquainted with the Capital City Bank investment banker, and he would be happy to ask him to call. Ms. Senter said she would welcome the call.

9. New Business

- a. Employee Replacements – Ms. Senter discussed the resignation of the Water Trainee on August 31, 2023, and the upcoming resignation of the Wastewater Trainee on September 30, 2023. Both employees wanted significant increases in pay prior to becoming licensed operators. As neither employee had completed their training, Ms. Senter made the decision to stop hiring operator trainees and concentrate on building a better field staff. We received four applications for the Field Assistant position, and Mr. David Bond was hired effective September 1, 2023.

10. Old Business

- a. Water Audit - The Water Audit for July showed a loss of 11.81%, and the August Audit showed a loss of 3.89%. Ms. Senter explained that allowing for customer adjustments and continuing to actively look for leaks has contributed to our lowering loss percentages.
- b. 2023-24 Rate Increase – a rate increase of 2.5% was discussed at the June and July Board meetings which formed the basis for the 2023-2024 Budget. **Commissioner Lynn made a motion to approve the 2.5% Rate Increase for Water and Sewer. Commissioner Walker offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**
- c. Salary Increase - Ms. Senter provided the Board with a review of salary increases for 2023-2024. She asked the Board for a 5% increase for Mr. Bennett, a 7% increase and a promotion to Kristi Hathcock from Billing Clerk to Assistant Office Manager, and a 23% increase for Ms. Senter to bring her salary in line with other similar positions at District's and Counties. Ms. Senter offered a three-year contract to expire September 30, 2026. There was discussion regarding the increases. Commissioner Walker expressed her support for the increases and made a motion to approve the proposed salary increases, but the motion died for lack of a second. Vice-Chairman Hathcock asked for more time to review the proposal. Ms. Senter

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explained that the budget needed to be approved by September 30, 2023, and Vice Chairman Hathcock asked for a special meeting.

- d. 2023-24 Budget Approval – Ms. Senter presented the budget for Fiscal Year 2023-2024 as \$802,572 which is \$23,133.85 less than Fiscal Year 2022-2023. As the Board was unable to approve the salary increases, the Budget will have to be approved at the special meeting.

11. Closing Remarks Commissioners/Staff - None

12. Motion to Adjourn

Vice Chairman Hathcock requested a Motion to Adjourn. Commissioner Lundy made a motion to adjourn the meeting. Commissioner Walker offered a second. The meeting adjourned at 7:05 PM.

Board Actions:

- 1. Approval of the minutes for July 20, 2023
- 2. Approval of the motion for the Consent Items
- 3. Approval of the 2023-2024 Rate Increase



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