

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

April 18, 2024

1. The meeting was held at the District Building at 6:00 PM on April 18, 2024. Commissioners Mike Hunter, Michael Lynn, Jan Walker, Gayle Lundy, and Randy Hathcock were present. 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. Welcome guests and open the floor for non-agenda items. There were four guests, Glenn Senter, Willi Huxford, Roger Weste, and Matt Piotrowski. There were no non-agenda items.
4. Update on the Water Improvements Project – Matt O'Connor from Dewberry called in to give an update on the bid package preparation process. He explained that SRF and DEP will be reviewing the bid packages and those should be going out for bid soon.
5. Approval of the Minutes from the February 15, 2024, Board Meeting. **Vice-Chairman Hathcock made a motion to approve the Minutes for the February 15, 2024, Board Meeting. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
6. Consent Items – The Consent Items were reviewed and there was one question from Mr. Willi Huxford regarding a credit received for tractor maintenance. Ms. Senter explained that the credit was issued because we had been charged sales tax. **Commissioner Walker 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. District Manager Items – Lynette Senter
 - a. We are finishing up our work with FEMA for the Hurricane Idalia expenses. We got a bill from JEA (Jacksonville Energy Authority) for \$107,013.40 for assistance provided after Hurricane Idalia. We have turned this into FEMA for help with reimbursement and are working to ensure all the charges are correct. We received our first FEMA reimbursement check for \$28,864.25 to cover the generator costs we incurred.
 - b. We are currently advertising for the open Board positions. I have received confirmation from Chairman Hunter and Commissioner Lundy that they would like to continue to serve on the Board. We have received one application so far. The letters and any applications will be submitted to the County for their first meeting in May.

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- c. The Lead Service Line Inventory is continuing, and the project should be completed within the next month.
- d. We added a billing note regarding the Personal Cut-Off's for water meters. We have had seven customers request that we install theirs, and two have been installed. Several customers have called to say they will be installing their own. We will be installing one for each new grinder pump installation in the future.
- e. I have researched Board Compensation as much as I could. The District was created by the Legislature as a Special Dependent District. Special Dependent District board members' compensation is limited to mileage only. I cannot find any instances of any other compensation being paid to Special Dependent District board members.
- f. We have replaced both the mixed liquor return pump and the decant pump at the wastewater plant. Both of these were original equipment and were included in the budget for this year as we were notified they were "on their last legs".
- g. I am exploring the options for hiring a water operator and a wastewater operator when Mr. Bennett retires. We have had some interest from a local operator. We are continuing to train both Mr. Bond and Mr. Turman as field workers and they are learning more each day. I am exploring making Ms. Hathcock an Office/Field Administrator to work both the field and the office. This would help fill in the duties Mr. Bennett takes care of such as ordering supplies, meeting with customers, reviewing reports, etc. Ms. Hathcock has expressed an interest in creating this type of position while continuing to work in the office. This would allow the field staff to concentrate more on plant and fieldwork. We are also looking at increasing the hours of the field staff as they are experiencing more work as Mr. Bennett trains them.
- h. Some of the minor repairs have been completed here at the office as well as some refreshed landscaping. We have replaced the rotted sections of the ramp with concrete, eliminated the difference in heights from the front walkway to the porch, and removed the tripping hazard from the doorway of the office. We have ordered a new door and frame for the water plant which will be installed by Mr. Monroe, our contractor, when it is received.
- i. We have changed our payroll from Monthly to bi-weekly. We were contacted by the IRS and informed that we had to begin making bi-weekly payroll tax payments so the best solution was to change our payroll period. As all of the employees are on Direct Deposit, this change has been easy to accomplish.

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8. New Business

- a. Approval of the 2023-24 District Meeting Calendar. The District Board will now be meeting on a quarterly basis. We have adjusted the Calendar to reflect this. **Commissioner Lundy made a motion to approve the 2023-2024 District Rules & Regulations. Vice Chairman Hathcock offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
- b. Customer Property Survey Requirement. Ms. Senter explains that the District recently has had to move two grinder pumps due to them being placed over another customer's property line. We have also been experiencing trouble with rocks and tree roots in the ground which sometimes requires that we place the tanks closer to the property lines than normal. We did ask a property owner at Cedar Island to provide the District with a survey prior to installation as their property was pie-shaped and the side boundaries could not be determined. This customer had the property surveyed and we were able to place their pump in a location slightly deeper than normal on their property. The Board suggested that we give the customer a choice to provide a survey or sign a waiver agreeing to pay the cost of moving the grinder pump system.
- c. Creation of Customer Notification Text System – Ms. Senter has been exploring software that will allow us to notify our customers in the case of a line break or other emergency. We reviewed several software systems that were \$20,000 or more, requiring a monthly charge and a per-use charge. Ms. Senter decided to purchase a cell phone for Office use, which was needed to eliminate Ms. Senter and Ms. Hathcock having to use their personal phones. We will use this office phone to create text lists for each of our routes which will allow us to tailor the notification to the appropriate neighborhood. This will also allow us to communicate with our customers when they request a text message.
- d. 2024-2025 Budget – Ms. Senter is going to begin working on the 2024-2025 budget within the next few weeks. She explained that she will be sending the board members documents to review and will ask for comments. Ms. Senter explained that we might need a budget workshop prior to the July meeting, but she would let the Board know.
- e. The District staff has been made aware of the discussion regarding elevation of electrical meters in the high hazard zone. We have gone ahead and ordered an additional 10, 100-foot power cords in case this extra length will be needed.

9. Old Business

- a. Water Audit and Water Loss Project – The District's water loss percentage for February was 6.38% and March was 5.19%. We have had two large leaks discovered at Cedar Island and Ezell Beach. Both leaks were caused by age-related connection failures. We are continuing to monitor and look for any leaks.
- b. Hurricane Idalia Update – We had to purchase additional wagger vents to complete the installation of those lost in the storm. As of March 31, 2024, the District has spent a total of \$189,903.32.

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10. Closing Remarks Commissioners/Staff – Chairman Hunter expressed his thanks to Commissioner Lynn as this was his last meeting. He also thanked the staff for their hard work. The rest of the Commissioners also thanked Commissioner Lynn for his service.
11. Motion to Adjourn - **Chairman Hunter requested a Motion to Adjourn. Commissioner Lynn made a motion to adjourn the meeting. Commissioner Walker offered a second. The meeting adjourned at 6:42 PM.**

Board Actions:

1. Approval of the Minutes from February 15, 2024.
2. Approval of the Consent Items.
3. Approval of the revised Board Meeting Calendar

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