

# TAYLOR COASTAL WATER & SEWER DISTRICT

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

## MINUTES OF REGULAR COMMISSION MEETING

July 18, 2024

1. The meeting was held at the District Building at 6:00 PM on July 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 two guests, Glenn Senter and Willi Huxford. 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 process. He estimated that we will be going out for bid within eight weeks.
5. Approval of the Minutes from the April 18, 2024, Board Meeting. **Vice-Chairman Hathcock made a motion to approve the Minutes for the April 18, 2024 Board Meeting. Commissioner Walker offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
6. Consent Items – The consent items were presented. **Commissioner Walker 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. District Manager Items – Lynette Senter
  - a. We have hired Keith Roushon as our new dual operator effective July 1, 2024. Mr. Roushon is a licensed wastewater operator and is finishing his book training for a water operator. He will not be a field supervisor, but will work with the field staff when the need arises such as meter readings or emergencies. He has the necessary hours and will hopefully be finished with licensing prior to Ron's retirement at the end of September. If his testing is delayed, Ron has agreed to allow the District to work under his license for a limited time. Mr. Roushon is a former employee of the District and has worked with the City of Perry in their wastewater department since leaving the District.
  - b. We experienced a failure of one of our underground pumps at the wastewater plant sprayfield. This was original equipment and is 17 feet tall in an underground casing which required a large crane to remove. I met with Chairman Hunter when I got the quote for the pump and as this is necessary equipment, he advised me to go ahead and get it ordered as it could take a few months to receive. The price of the pump with installation is \$29,705.00. The maintenance on this pump consists of

**TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING**

Page 2 of 3

cleaning the screens which has been done, but there is no way to actually inspect the pump. There is another pump that handles the other half of the sprayfield that we are hoping stays running as long as possible. I have included this cost in next year's budget.

- c. Our original software provider for our website has required us to upgrade our old software. We had a few problems during the update but got them fixed by an online software engineer.
- d. A copy of our Annual Drinking Water Quality Report is in your folder. We have a clean report with no findings. This report has been sent to the County and the Health Department.
- e. Annual Audit for FY 22-23 – has been completed and will be presented at our October meeting.
- f. Chairman Hunter asked that copies of the Audit be sent to all Commissioners. If there are no questions, we will not need to have the auditor appear at the October meeting.

8. New Business

- a. Proposed Budget – Ms. Senter presented two budget scenarios for the 2024-2025 fiscal year. One is a balanced budget, \$4,865.91 over last year's budget and does not include a rate increase. This was accomplished by a personnel restructuring as well as finding ways to cut expenses in all departments. The other scenario includes a 2.5% rate increase for water and sewer. This would give us an anticipated additional \$28,839.77 in income. She suggested that this be put into the Unanticipated Expenses line item to cover increased operating costs and expenses for the new water plant if necessary, as these are extremely hard to anticipate. The District does have healthy reserves which could also be used if necessary instead of a rate increase. The Personnel restructuring consists of promoting David Bond, our current Field Assistant to Field Tech and increasing the hours worked each week. He would assume some of the responsibilities that were handled by Ron Bennett. This will allow Mr. Bond to work on projects that improve both plants as well as organize our maintenance procedures and equipment. I have also added duties and changed others to Ms. Hathcock's current position as Assistant Office Manager, changing the title to Office/Field Coordinator. Kristi would be handling her current office duties but take on additional field responsibilities such as ordering supplies, working with new installations, helping customers in the field with minor problems such as turned off power, meters, grinder pump issues and acting as a trouble shooter prior to or instead of having to call in one of the field staff. She would work closely with Mr. Roushon our new dual operator to streamline our DEP Reports, inventories and records. We have experimented with sending Ms. Hathcock out into the field over the past month and have had nothing but positive feedback from customers who appreciated the fast response from the District to any problems they are having. The Board then discussed the two options.

**Vice-Chairman Hathcock made a motion to approve the 2024-2025 Budget that includes the 2.5% Rate Increase. Commissioner Walker offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**

**TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING  
Page 3 of 3**

- b. Review of the Scope of Services from Dewberry for the Water Improvements Project – this is informational only. These expenses were approved when the original Scope of Services was approved three years ago. These expenses are reimbursable through our grant/loan for the project.
9. Old Business
- a. Water Audit – We have had a slight increase in our water losses over the past three months. This is due to the increased flow through our lines and we have a slowly leaking valve at our Beach Road booster station. The Beach Road booster station will be taken out of the system when the water improvements project is complete, and repairing this and it will be a major undertaking. We do not feel the expense and inconvenience to our customers should be incurred for this project.
  - b. Hurricane Idalia Update – we have received our last reimbursement from FEMA. Our total expenses for the hurricane damage were \$295,916.72, our reimbursements totaled \$288,562.28, leaving the District to cover \$7,354.44 in expenses.
10. 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 6:45 PM.**

Board Actions:

- 1. Approval of the Minutes from April 18, 2024
- 2. Approval of the Consent Items.
- 3. Approval of the 2024-2025 Budget

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