

**TAYLOR COASTAL WATER & SEWER DISTRICT  
18820 BEACH ROAD  
PERRY, FLORIDA 32348  
Phone/Fax: (850) 578-3043      www.tcwsd.org**

**REGULAR COMMISSION MEETING AGENDA  
Thursday, April 24<sup>th</sup>, 2025  
6:00 p.m.**

**THE DISTRICT OFFICE DOES NOT HAVE A PHONE LINE OR INTERNET DUE TO HURRICANE HELENE. THEREFORE, NO PUBLIC CALL IN IS AVAILABLE AT THIS MEETING. WE WILL BE RECORDING IT ON A VOICE RECORDER AND WILL PLACE THE AUDIO ON OUR WEBSITE.**

**When the Chairperson opens the meeting for public comment, please follow these instructions: Please announce your name and address. You will be allowed to speak for 3 minutes.**

1. Meeting called to order and quorum established.
2. Prayer and Pledge of Allegiance to the Flag
3. Welcome guest and open the floor for comments for non-agenda items.
4. Approval of Minutes from February 6<sup>th</sup> and February 18<sup>th</sup>, 2025
5. Consent items:
  - a. Directors' Report- March 2025
  - b. Financial Report- January, February, March, and April 2025
6. New Business
  - a. Hurricane Helene Water & Sewer Update
  - b. FEMA Hurricane Assistance
  - c. Transfer Kristi Hathcock to full-time Field Coordinator
  - d. Updates from the District Manager
7. Closing Remarks, Commissioners/ Staff
8. Motion to Adjourn

**Taylor Coastal Water and Sewer District  
Board Meeting Minutes  
April 24, 2025 – 6:00 PM  
District Office**

**Board Members Present:**

- Commissioner Mike Hunter (Chairman)
- Commissioner Randy Hathcock (Vice-Chairman)
- Commissioner Tim Stanton
- Commissioner Jan Walker
- Commissioner Gayle Lundy

**Board Member Absent:**

**Staff Present:**

- Kristi Hathcock
  - Nathan Gilmer
  - Courtney Valentine (Board Secretary)
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**1. Call to Order**

Chairman Mike Hunter called the meeting to order at 6:00 PM. No phone-in service was available at this time.

**2. Invocation and Pledge**

Vice-Chairman Hathcock led the meeting with a word of prayer and the Pledge of Allegiance.

**3. Public Comment**

There were no guests present; no non-agenda items were brought forward.

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**4. Approval of Minutes**

A motion was made by Commissioner Jan Walker to approve the minutes from the meetings held on **February 6, February 18, and March 27.**

The motion was seconded by Commissioner Randy Hathcock.

**Motion passed unanimously.**

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## 5. Consent Items

- **Cut-Off Policy:**

It was discovered that TCWSD does not currently have a cut-off policy. Courtney Valentine was directed to contact other utility companies for guidance and to draft a proposed policy for the next board meeting.

- **Financial Reports:**

Courtney presented the Balance Sheet, Profit & Loss Statement, and Budget vs. Actual Report. She inquired if there were any specific reports the Commissioners would like to receive moving forward.

Mrs. Valentine also reported that a 1099 contractor has been brought in to assist with FEMA documentation.

A motion to approve the Financial Reports and Director's Report was made by Commissioner Jan Walker and seconded by Commissioner Randy Hathcock.

**Motion passed unanimously.**

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## 6. New Business

- **Customer Account Review:**

- There were **507 total accounts**.
- Subtracting **470 combined water/sewer customers** leaves **37 water-only accounts** (not 53 as initially reported).
- Minutes will be updated to reflect the correct number of water-only customers (corrected to 37).

- **FEMA Funding:**

- FEMA identified an **additional \$300,000** in funding for the District.
- A FEMA representative from Puerto Rico suggested adding concrete pads around grinder pumps, with an additional estimated cost of **\$8,000 per customer**.

- **Staffing Update:**

A motion will be needed at a future meeting to officially transfer **Kristi Hathcock** to a full-time **Field Coordinator** position effective **October 1, 2025**.

- **Upcoming DEP Visit:**

The **Department of Environmental Protection (DEP)** is scheduled to visit in **June**. Meter readings will also take place during that time.

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## 7. Adjournment

Chairman Hunter requested a motion to adjourn.

Motion made by Commissioner Hathcock and seconded by Commissioner Walker.

**Meeting adjourned at 7:25 PM.**

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**Submitted by:**

Courtney Valentine

Board Secretary

Taylor Coastal Water and Sewer District