MINUTES
TAYLORS FIRE & SEWER DISTRICT
REGULAR MONTHLY MEETING
AUGUST 13, 2013

The regular monthly meeting of the Board of Commissioners was held at the District Office in the Board Room, 3335 Wade Hampton Blvd., Taylors, South Carolina at 4:30 pm.

BOARD MEMBERS PRESENT
Gilbert T. Rivers, Commission Chairman
Douglas L. Wavle, Commission Vice Chairman/Treasurer
Mark A. J. Rea Jr., Commission Secretary

STAFF PRESENT
Bobby Baker, Fire Chief
Samantha Bartow, Director of Sewer Services
William "Red" Ables, Operations Coordinator
Stephanie Hackler, Bookkeeper

OTHERS PRESENT:
Amanda Bradford (Greer Citizen), Jaime Daniels (A.T. LOCKE), Katie Jones (Greenville News), Stacey Lemmond (Ask and Receive Web Design and Hosting), Ben Stoner (A.T. LOCKE)

The meeting was called to order by Chairman Rivers at 4:30 pm.

Chairman Rivers asked that the minutes be presented. Secretary Rea presented the minutes from the Regular Scheduled Meeting held July 9, 2013 at 4:30 pm. He made a motion to accept the minutes as written. Vice Chairman/Treasurer Wavle seconded the motion. The motion carried unanimously.

Chairman Rivers recognized Director Bartow for the Sewer Reports. Director Bartow stated in the absence of GIS Analyst Hammer, she would be presenting her report as written and attached. Director Bartow reported that GIS Analyst Hammer along with Battalion Chief Reed completed the fire hydrant maps, they have been printed are being used by the firemen. GIS Analyst Hammer reported that she is working with Battalion Chief Reed on the next mapping project for the fire department which will include wall maps of the Fire District and a set of map books to show fire data in greater detail. Director Bartow stated the ArcGIS Online system is up and running. Chairman Rivers commented that he is glad to see that progress is being made and that GIS Analyst Hammer is doing a good job. Director Bartow presented her report as written and attached. She reviewed the Permit Fees and Workers Comp Report as well as meetings/training that were attended by Sewer and District Personnel during the month. Director Bartow reviewed the progress the Sewer Department has made during the month of July as well as the Fiscal Year to date totals. Director Bartow updated the Commission Board on the status of the Mill Hill Project. She stated that our engineers Dick Williams/Richard Pace with W.R. Williams has provided two options concerning the suggested course of action. Director Bartow read the two options available as written and attached. She stated that in the opinion of all involved, Option #2 appeared to be the better choice. She inquired if there were any questions. Vice Chairman/Treasurer Wavle asked if Operations Coordinator Ables had reviewed and approved Option #2. Operations Coordinator Ables confirmed that he was in agreement. Director Bartow reported that she and Alicia have been working on the Greenville County Sewer User Fee Tax Notice Report that consists of approximately 10,700 records to verify for accuracy. Director Bartow wanted to recognize Temporary Administrative Assistant Jenkins for the outstanding job that she has been doing. She stated that she has picked up and learned the job very quickly. Chairman Rivers asked whether the User Fee Tax Report could be tied into the GIS system in order to avoid going through all the files again. Director Bartow stated that is the goal and what we are working towards. Director Bartow completed her report and asked if there were any questions. Vice Chairman/Treasurer Wavle moved to accept the Sewer Department Reports as written. Secretary Rea seconded the motion. The motion carried unanimously.

Chairman Rivers recognized Fire Chief Baker for the Fire Reports. Fire Chief Baker presented his report as written and attached. Fire Chief Baker reviewed the meetings he attended in August. Fire Chief Baker briefed the Commission Board on a Response Plan meeting held concerning gas areas in the Taylors District. Fire Chief Baker also attended the Habitat for Humanity Ceremony where the Fire Department received a plaque from Habitat for Humanity for helping them stay cool by supplying them with water and ice while they worked on projects this summer. Fire Chief Baker and Boiling Springs Fire Chief Brown worked together on the Riverside Millage Subdivision Project. The county has asked Taylors and Boiling Springs to formulate a plan on where the district line should be. Chief Baker intended on asking for the Board's approval on moving the district line, but on July 26, 2013 the District was informed that the Developer decided not to continue with the development of the property. Mr. Rivers stated that the Riverside Millage Subdivision was to still be kept on file, even though the Developer decided not to continue with the development of the property. Fire Chief Baker assured him that things of such nature are always kept on file. Fire Chief Baker invited the Commissioners to Greenville County Emergency Response Team Members' Annual Cook Out on September 11, 2013 at 11:30am at the Lockhead Martin Aircraft Center. The cook out is intended to show appreciation to Fire Departments, Chiefs, and Commissioners for letting their employees be on this team and serve throughout Greenville County. Fire Chief Baker recognized Assistant Fire Chief Robert Van Pelt for 32 years of service, Battalion Chief Blackwell for 25 years of service, Lieutenant Roger Hall for 18 years of service, Firefighter McGill for 4 years of service, and Firefighter Rollins for 3 years of service. Fire Chief Baker announced that Kyle West resigned from the District on August 6, 2013. He has been with the District for six years. He went to the Greenwood County School District in the IT Department. Fire Chief Baker reviewed the Workers Compensation report as well as the Monthly Incident Response Report.

Fire Chief Baker presented Assistant Fire Chief Van Pelt's report in his absence as written and attached. He reported on the various training completed during the month and plans in the future months. Fire Chief Baker reported that the Department has been allowed access to the Scott Towers downtown in order to do search and rescue training as well as rope rescue training. The building is now going to be demolished and the Fire Department will be able to use it for forceful entry training. He then reported on meetings that Assistant Fire Chief Van Pelt had attended. He updated the Commission Board on the status of the station repairs as well as the progress of the fire hydrant tagging process. Fire Chief Baker commended the Fire Department staff for their dedication to the station upgrades. The staff doing the work is saving the District a lot of money. Fire Chief Baker updated the Commission Board on the status of the Explorer Program. He then detailed the various Fire Prevention events that were held throughout the month of August. Fire Chief Baker commented that Assistant Fire Chief Van Pelt would like to thank Samantha and Red for letting the Fire Department borrow a tow vehicle.

Chairman Rivers recognized Fire Chief Baker to present Fire Marshal Baker's report in his absence as written and attached. He reviewed the inspections, pre-plans, and occupancy permits for the month. He reviewed the training he received during the month as well as the training scheduled for future months. Fire Chief Baker commented that Fire Marshal Baker congratulated all of the Explorers for passing their 1152 Certification. He especially recognized Ben Davie, stating that he represented Taylors Fire Department very well in his attitude, academics, and willingness to work. All the Explorers did a great job. There being no further discussion, Secretary Rea made a motion to accept the Fire Department Reports as written and attached. Vice Treasurer/Wavle seconded the motion. The motion carried unanimously.

Chairman Rivers recognized Mr. Ben Stoner for the Financial Reports. Mr. Stoner reviewed his reports as written and attached. Mr. Stoner stated that we are getting ready for the audit and commended Jaime Daniels with A.T. LOCKE and Bookkeeper Hackler for the audit preparations. The Auditors will be onsite at the office the week of September 9, 2013 to complete their field work. All information will be turned over to them shortly. It is anticipated that the audit will be presented at the October Commission Meeting. Mr. Stoner reported on the month of June. He stated the income was a little lower for June however year to date the budget turned out very positive. Mr. Stoner detailed the variance in budget. He noted that concerning the Sewer Maintenance, there was some CIPP, GIS upgrades and Pump Station Maintenance as expected and discussed. Mr. Stoner reviewed the year to date report stating that revenues were right on target. He stated that the major cost for the District were approximately 6% under budget. He reported that the maintenance was under budget over all due to the fact there were no major projects. Mr. Stoner detailed the in direct cost reviewing the actual versus budget information. Mr. Stoner stated that the Fire Department was able to build reserves due to the fact that we met the revenue expectations while keeping the expenses down. The Sewer Department also reflected a surplus due to several sewer projects being delayed. Overall, the District ended the year with approximately $637,725 in surplus for the General Fund. As for the balance sheet, we have increased our cash position significantly, reflecting approximately $600,000 over this time last year in cash reserves. Mr. Stoner reviewed the position of the District's assets this year compared to last year. Mr. Stoner then reviewed the District's liabilities this year compared to last year. He stated that along with the increase cash, we are paying off debt as well. Mr. Stoner provided the Board with an additional report that is attached. Mr. Stoner stated that the provided report details the different funds that the District has and the monies that are reserved for debt service or capital projects. Mr. Stoner then reviewed the restricted and committed funds as outlined in the document provided. He asked for any input that the Board may have on the issue and if there was anything they would like to add. Vice Chairman/Wavle stated that he is thankful that there is a reserve. With no comments and no further discussion, Vice Chairman/Treasurer Wavle moved to accept the Financial Report. Secretary Rea seconded the motion. The motion carried unanimously.

Chairman Rivers stated that the next order of business was to consider the Elliot Davis Engagement Letter for the FY13 Audit. Vice Chairman/Treasurer Wavle asked whether the document had been reviewed by the District's Attorney and if there were any changes noted. Director Bartow confirmed it had been reviewed by the Attorney with no changes noted. Vice Chairman/Treasurer Wavle moved to accept the Engagement Letter and give authority to the Chairman of the Board to sign all necessary paperwork. Secretary Rea seconded the motion. The motion carried unanimously.

There being no further business, Secretary Rea made a motion to adjourn the meeting. Vice Chairman/Treasurer Wavle seconded the motion. The motion carried unanimously and the meeting was adjourned at 5:39 pm.

Commissioner Gilbert T. Rivers, Chairman

9.9.13
Date Minutes Approved

Douglas L Wavle
Commissioner Douglas L. Wavle, Vice Chairman/Treasurer

Commissioner Mark A. J. Rea Jr., Secretary