

**MINUTES
TAYLORS FIRE & SEWER DISTRICT
REGULAR MONTHLY MEETING
October 8, 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 (arrived at 4:50 pm)

STAFF PRESENT

Bobby Baker, Fire Chief	Marty Dixon, Lieutenant
Bobby Van Pelt, Assistant Fire Chief	Clint Johnson, Lieutenant
James Baker, Fire Marshal	Roger Hall, Lieutenant
Samantha Bartow, Director of Sewer Services	Shane Bagwell, Lieutenant
William "Red" Ables, Operations Coordinator	Thomas Jameson, Sergeant
Shane Williams, Construction Supervisor	Blake Watson, Fireman
Michael Townsend, Right-A-Way Crew Leader	Alex Parris, Fireman
Mitchell Merrell, Cleaning Crew Leader	Chris McAntyre, Fireman
Stephanie Hackler, Bookkeeper	Terry Rollins, Fireman
Kenny Blackwell, Battalion Chief	Zack Williams, Fireman
Ricky Burgess, Lieutenant	John Coble, Fireman

OTHERS PRESENT:

Amanda Bradford (Greer Citizen), Jaime Daniels (A.T. LOCKE), George Kennedy (Elliot Davis), Stacey Lemmond (Ask and Receive Web Design and Hosting), Stephen W. Rhodes Sr., Ben Stoner (A.T. LOCKE), Scott Taylor (A.T. LOCKE), Tracy Wactor (Elliot Davis)

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

Chairman Rivers asked that the minutes be presented. Vice Chairman/Treasurer Wavle presented the minutes from the Regular Scheduled Meeting held September 10, 2013 at 4:30 pm. He made a motion to accept the minutes as written. Chairman Rivers seconded the motion. The motion carried unanimously.

Chairman Rivers recognized Mr. George Kennedy and Ms. Tracy Wactor from Elliot Davis to present the findings of the audit. Mr. Kennedy stated that they are the District's Auditors, independent of Taylors Fire and Sewer District, and that he was pleased to announce that the audit was complete and that they have issued an unqualified opinion stating that our financial statements were presented in accordance with generally accepted accounting principles. Mr. Kennedy stated that the Commission Board has been presented with a draft of the audit and that the final audit will be available pending one adjustment. Mr. Kennedy stated he is pleased to report that they were presenting a clean or unmodified opinion. He stated that there was an increase in our general fund balance of \$554,000. Mr. Kennedy stated that the District was in a very healthy place. Mr. Kennedy gave the Commission Board a brief overview of the layout of the audit and highlighted the pertinent information. Mr. Kennedy then recognized Ms. Wactor to review some details concerning adjustments that were made. They did not have any issues or find any evidence of

fraud. Ms. Wactor stated that they did not find any material weaknesses, findings, or significant deficiencies. Ms. Wactor thanked the Commission and the Staff of both Taylors Fire and Sewer District and A.T. LOCKE for the assistance given them during the audit. Mr. Kennedy then briefed the Commission Board on upcoming changes to GASB laws stating that beginning in FY 2015; the District will be responsible for reporting the District's share of the unfunded liability in the SC Retirement System. Chairman Rivers thanked Mr. Kennedy and his staff for a job well done on preparing the audit. Vice Chairman/Treasurer Wavle made a motion to accept the preliminary draft audit with the understanding that the final audit would be forthcoming in the following days. Chairman Rivers 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, Director Bartow would be presenting the GIS report as written and attached. Director Bartow reported that during the past month, GIS Analyst Hammer attended the Special Purpose District Annual Workshop at Renewable Water Resources on September 17, 2013. GIS Analyst Hammer also attended the Greenville Area Utility Coordination Committee meeting on September 18, 2013. On September 19, 2013, GIS Analyst Hammer met with Mr. Greg Thacker and Mr. Matt Mole with URS to discuss the implementation of the Work Order Management Program. The purpose of the meeting was to gather GIS data and information about the activities and work flow of the Taylors Sewer Department. GIS Analyst Hammer discussed with them in length, GIS data and content, and how it would be handled in the Work Order Management Program. On September 26, 2013, GIS Analyst Hammer attended the Greenville County GIS Alliance meeting. In addition, GIS Analyst Hammer has been meeting with Director Bartow, Operations Coordinator, Red Ables, and Engineers Richard Pace and Dick Williams to discuss the Mill Hill Project.

Director Bartow presented her report as written and attached. She reviewed Permit Fees, the Workers Comp Report, and the Fiscal Year Report all for the month of September. Director Bartow detailed that the Auditors were on site on September 9, 2013 through September 13, 2013. On September 17, 2013, the Sewer Department presented its Annual Progress Report to Renewable Water Resources at it's Annual Workshop. The Sewer Special Purpose Districts, including Taylors, sponsored the Utility meeting at SCDOT on September 18, 2013. Performance Evaluations for Sewer and District employees were completed, and merit increases were given accordingly during the month of September. Part of the Sewer Department worked nights to do flow isolation and weir during September 23, 2013 through September 27, 2013. The purpose of the flow isolation and weir was to check flows during slower times in order to detect any areas of I/I in the sewer system. Director Bartow met with the District's lawyer, Steve Hammett, to close on one part of the Spring Haven Subdivision issue on September 26, 2013. Director Bartow announced that GIS Analyst Hammer got married on September 28, 2013. Director Bartow and Fire Chief Baker met with Jill Gunter, Sprint Representative, to discuss tablet options during the month of September. These tablets would be given to sewer crews to work with the Work Order Management Program. In addition, Director Bartow, Fire Chief Baker, and Bookkeeper Stephanie Hackler met with April Hughes with Encore Technologies to discuss technology options for the Board Room. Director Bartow, Fire Chief Baker, and Bookkeeper Stephanie Hackler also met with Brooks Office Equipment to discuss how to better design the Board Room to be more technology efficient. Director Bartow announced that she had been anonymously nominated to participate in the Muscular Dystrophy Association lock up on October 23, 2013. The MDA lock up would benefit Muscular Dystrophy Research. Director Bartow also presented a Sewer Resolution to be considered by the Board of Commissioners. Director Bartow completed her

report and asked if there were any questions. Vice Chairman/Treasurer Wavle asked if Director Bartow had met with the Engineers regarding the Mill Hill Project. Director Bartow stated that she had met with them at the past meeting, but she had not met with them since that meeting. She also stated that she had sent two letters out on September 18, 2013 for consideration of some issues regarding the Mill Hill Project, but there had only been one reply in response to the letters. Vice Chairman/Treasurer Wavle then introduced in detail a new Resolution. The Resolution was to express the intention of the Taylors Fire and Sewer District Commission to cause the Taylors Fire and Sewer District to be reimbursed for certain costs for certain public improvements with the proceeds of tax exempt obligations. Vice Chairman/Treasurer Wavle moved to adopt the Resolution. Chairman Rivers seconded the motion. The motion carried unanimously. Director Bartow asked if there were any further questions. Vice Chairman/Treasurer Wavle asked Director Bartow to explain the differences in Sewer User Fees. Director Bartow explained that the Residential Fee is \$20, the Homestead Exemption Fee for Senior Citizens is \$10, the Business Fee is \$50, the Church Fee is \$50, the Church Fee with daily activities is \$100, the School Fee is \$200, and the Industrial Fee is \$250. Director Bartow then further explained that residents on septic tanks do not get charged a Sewer User Fee. Director Bartow asked if there were any further questions, and with no further 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 reviewed the meetings he attended for the month. Fire Chief Baker met with Dennis Pitts with InnovaPad Technology on September 19, 2013. The InnovaPad would be used in regards to certain incidents that happen out in the field. Fire Chief Baker stated that he and Director Bartow met with Jill Gunter, Sprint Representative, to discuss tablet options during the month of September. Fire Chief Baker, Director Bartow, and Bookkeeper Stephanie Hackler met with April Hughes with Encore Technologies to discuss technology options for the Board Room. Fire Chief Baker, Director Bartow, and Bookkeeper Stephanie Hackler also met with Brooks Office Equipment to discuss how to better design the Board Room to be more technology efficient. Fire Chief Baker also attended the Greenville County Fire Chief's Association meeting. Fire Chief Baker also stated that the Auditors were on site on September 9, 2013 through September 13, 2013. Fire Chief Baker announced that the FBI Columbia Edition is sponsoring an Active Shooter Training Class on October 21, 2013 through October 22, 2013. Fire Chief Baker announced personnel recognition and recognized Firefighter Myers for 6 years of service on October 3, 2013, Firefighter Catalano for 2 years of service on October 14, 2013, Firefighter Longino for 2 years of service on October 17, 2013, Firefighter Hensley for 7 years of service on October 29, 2013, and Firefighter Watson for 8 years of service on October 30, 2013. Fire Chief Baker announced that the Fire Department was back to a full staff on all three shifts. In addition, he announced that Jallas Carter was hired on September 22, 2013, Mitchell Traynham was hired on September 20, 2013, and Justin Williams was also hired on September 20, 2013. Fire Chief Baker reviewed the Workers Compensation Report as well as the Monthly Incident Response Report for September 2013.

Assistant Fire Chief Van Pelt presented his report as written and attached. Assistant Fire Chief Van Pelt reported on the various training completed during the month, specifically pump operations and driver training. He announced that Firefighter Longino was cleared to drive the Engine this month and reported that he was a good driver. The Fire Department held a sixteen hour safety class and everyone who took the class passed. Assistant Chief Van Pelt also reviewed training to be held in the future. Assistant Fire Chief Van Pelt announced that a Fire Ground

Simulation class would be held at Taylors Fire and Sewer District on October 14, 2013 through October 15, 2013. Assistant Fire Chief Van Pelt announced that the Active Shooting Training Class would be held on October 21, 2013 through October 22, 2013. Assistant Chief Van Pelt also mentioned the Fire Marshal II class would be held October 28, 2013 through November 1, 2013. The training at Scott Towers that had been canceled due to asbestos, is now back open for two weeks for Taylors Firefighters to train. Assistant Fire Chief Van Pelt then reported on meetings that he had attended for the month and station updates that took place for the month of September.

Fire Chief Baker recognized Fire Marshal Baker to present his report as written and attached. He reviewed the inspections, pre-plans, and occupancy permits for the month. Fire Marshal Baker reviewed the meetings he attended for the month. He attended the Health and Safety Officer Class on September 11, 2013 through September 12, 2013. Fire Marshal Baker also attended the Greenville County Chief's meeting on October 2, 2013. Fire Marshal Baker announced that on September 7, 2013, A Shift held a Fire Safety Program at the Peppertree Club House. On September 8, 2013, B Shift assisted St. Mark United Methodist with a Fire Drill. On September 19, 2013, A Shift went to Taylors First Baptist Church for a Fire Prevention Program. On September 28 2013, A Shift partnered with Piedmont Park Fire Department and attended the Faith Temple Fire Service Day. For the month of September, Fire Marshal Baker announced that he had been working with all of the public schools in the District regarding their Fire Safety and Emergency Evacuation Plans. He also assisted Taylors Fire Baptist Church Home School Program with a Fire Drill. In addition, Fire Marshal Baker announced that Fire Prevention Week is from October 6, 2013 through October 12, 2013. The theme is "Preventing Kitchen Fires." Fire Marshal Baker asked if there were any further questions. With no further questions, Secretary Ray motioned to accept the Fire Department's Reports. 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 summarized the results for the Fiscal Year 2014 for the General Fund stating that the YTD net deficit is \$505,846 compared to a budget of nearly \$631,000 deficit. He stated that was a favorable difference. He stated that the total YTD income was \$193,266 which is better than the budget by about \$43,700. Mr. Stoner stated that at this point in the year, with regard to property tax revenue (which is the vast majority of our income), the difference is a timing issue against our best guess for when we expect to receive property taxes. Mr. Stoner stated that the total YTD for our direct costs is \$634,174, which is less than budget by about \$78,000. He stated the primary drivers for this favorable variance is less personnel costs in the Fire Department and less maintenance costs in the Sewer Department. The total YTD indirect costs are \$43,691, which is more than budget by about \$3,500. This unfavorable result is a combination of several small items. Mr. Stoner reported that the total YTD other expenses is \$21,247, which is less than budget by about \$7,250. This is the capital expenditures in the Sewer Department and was for the work order management software and some hardware, but there is still some budget remaining for the hardware/computers and there was \$6,000 in the August budget for District Office improvements that have not been utilized yet. Mr. Stoner reported that the Fire Department utilized a portion of the annual training budget by sending representatives to the International Fire Chiefs' Conference. He stated that the administrative expenses are higher, YTD due to August legal fees, work on the annual financial statement audit, and a refresh of the fire Department's website. Mr. Stoner also reported that an air conditioning unit at Fire Station #1 was replaced and is reflected in the increased occupancy cost for the Fire Department. There were also some repairs to the bay doors. Mr. Stoner reported that District-wide, utilities are below budget.

Mr. Stoner stated the cash on hand did decrease by nearly \$304,000 in the month of August, which is to be expected for this time of year. Of that amount, \$255,000 was for August operations and the remainder was a combination of increased receivables (taxes from County) and a reduction in payables. Mr. Stoner reported that the net position (net assets) of the District is \$16.1 million, of which more than \$5.2 million is held in District cash accounts. Mr. Stoner asked if there were any questions. Vice Chairman/Treasurer Wavle commended the staff for the utilities being down. There being no further discussion, Vice Chairman/Treasurer Wavle moved to accept the Financial Report. Secretary Rea seconded the motion. The motion carried unanimously.

Vice Chairman/Treasurer Wavle reminded all those in attendance that elections are coming up on November 3, 2013. He encouraged everyone to vote.

Vice Chairman/Treasurer Wavle moved to go into executive session for discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee and to receive legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the District in other adversary situations involving the assertion against the District agency of a claim. Secretary Rea seconded the motion. The motion carried unanimously. They entered into executive session at 5:17 pm.

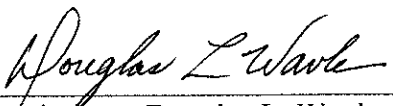
Vice Chairman/Treasurer Wavle moved, seconded by Secretary Rea to exit executive session. The motion carried unanimously. They exited executive session at 7:35 pm.

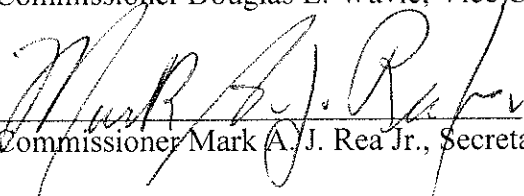
Secretary Rea stated that the Commission Board has heard input from employees concerning a confidential employee matter. He stated that they have taken note of the information and as a Commission will proceed accordingly to address the concerns. Secretary Rea made a motion to address the concerns within 10 days as discussed. Vice Chairman/Treasurer Wavle seconded the motion. The motion carried unanimously.

There being no further business, Vice Chairman/Treasurer Wavle made a motion to adjourn the meeting. Secretary Rea seconded the motion. The motion carried unanimously and the meeting was adjourned at 7:37 pm.


Commissioner Gilbert T. Rivers, Chairman

11.12.13
Date Minutes Approved


Commissioner Douglas L. Wavle, Vice Chairman/Treasurer


Commissioner Mark A. J. Rea Jr., Secretary

