

**MINUTES
TAYLORS FIRE & SEWER DISTRICT
REGULAR MONTHLY MEETING
SEPTEMBER 10, 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	William "Red" Ables, Operations Coordinator
Bobby Van Pelt, Assistant Fire Chief	Stephanie Hackler, Bookkeeper
James Baker, Fire Marshal	Alicia Jenkins, Temporary Admin. Assistant
Samantha Bartow, Director of Sewer Services	

OTHERS PRESENT:

Amanda Bradford (Greer Citizen), Jaime Daniels (A.T. LOCKE), 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. Vice Chairman/Treasurer Wavle presented the minutes from the Regular Scheduled Meeting held August 13, 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 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 during the past month, GIS Analyst Hammer prepared maps and data for the ReWa Annual Report. GIS Analyst Hammer also analyzed and interpreted parcel data for the month in order to obtain a composition of the district. In addition, GIS Analyst Hammer has been working with Stacey Lemmond, the District website creator, to produce a special PowerPoint slide that uses the Taylors' website design for the ReWa Annual Presentation. She has also made a template to use for future presentations. GIS Analyst Hammer made each member of the sewer field crew a personal account of ArcGIS Online. In addition, GIS Analyst Hammer has uploaded sewer data for the collections systems in the Taylors and the surrounding area that will help Director Samantha Bartow and Alicia Jenkins in the District Office. On Wednesday, August 21, 2013, GIS Analyst Hammer attended the Greenville Area Utilities Coordinator Committee Meeting. On Monday, September 3, 2013, GIS Analyst Hammer met with Director Bartow, Vice Chairman/Treasurer Wavle, and Mike Dixon and Carol Elliott with Metro, to discuss the SC 811 items that will be put forth to the Legislation Delegation. On Monday, September 9, 2013, the final contract with URS was signed to be with City Works and on September 19, 2013, GIS Analyst Hammer met and worked with a representative from URS on the new work order management program.

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, GIS Analyst Hammer, and Alicia Jenkins worked on the Taylors' portion of the Greenville County Sewer User Fee Tax Notice Report that consisted of approximately 10,700 records that were verified for accuracy. The report was turned in to the County on August 31, 2013. Director Bartow and GIS Analyst Hammer attended the ReWa Annual Meeting on September 17, 2013, where they presented Taylors District Report which gave the Sewer Department's Annual Update. Director Bartow and Bookkeeper Hackler worked with the Auditors that were on site from September 9, 2013 through September 13, 2013 with anything they needed. On September 18, 2013, Director Bartow stated that the Taylors Sewer Department was one of the Sewer SPD sponsors for the monthly utilities meeting held on September 18, 2013. Director Bartow completed her report and asked if there were any questions. Chairman Rivers asked if the low number of smoke testing was due to previous heavy rainfall. Director Bartow stated that the low number of smoke testing was due to the previous heavy rainfall. Vice Chairman/Treasurer Wavle asked what would be the normal charge for a customer to connect to a Taylors' sewer line. Director Bartow reported that if the customer was coming off of a septic tank that the fee would be \$525, and if the customer was building a brand new house, the fee would be \$725. Chairman Rivers asked if there were any other 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. Chief Baker presented his report as written and attached. Fire Chief Baker gave a special honor to Malcolm D. Bragg, a former Commissioner of Taylors, who died on August 26, 2013. Fire Chief Baker reviewed the meetings he attended for the month. Fire Chief Baker briefed the Commission Board on the efforts of the South Carolina Department of Labor, Licensing and Regulation and Fire Official in Florence County in utilizing the Firefighter Mobilization Plan in regards to the DuPont Plant fire in Florence County. Fire Chief Baker attended the Greenville County Emergency Response Team Members' Annual Cook Out on September 11, 2013 at 11:30 am at the Lockheed Martin Aircraft Center. The cook out was held 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 John Coble for 7 years of service and Andy Buckhout for 19 years of service. The Fire Department offered flu shots on October 1, 2013 and October 2, 2013. Fire Chief Baker reviewed the Workers Compensation Report as well as the Monthly Incident Response Report.

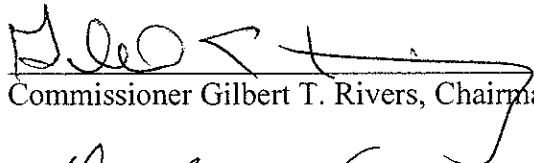
Assistant Fire Chief Van Pelt presented his report as written and attached. Assistant Fire Chief Van Pelt recognized the Taylors Fire Department Firefighters for the wonderful job they did at former Commissioner Malcolm D. Bragg's funeral. Assistant Fire Chief Van Pelt reported on the various training completed during the month and plans in the future months. Assistant Fire Chief Van Pelt announced that the Fire Department's training for the month at the Scott Towers had been canceled due to asbestos. Assistant Fire Chief Van Pelt then reported on meetings that he had attended. Assistant Chief Van Pelt briefed the Commission Board on the theme of Fire Prevention Week. The theme is going to be: "Preventing Kitchen Fires." He announced that Fire Prevention Week is going to be October 6, 2013 through October 12, 2013. Assistant Chief Van Pelt also stated that the Department had responded to several bad auto accidents for the month.

Chairman Rivers 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 briefed the Commission Board on the various safety talks that the Fire Department hosted. In

addition, Fire Marshal Baker announced that on August 29, 2013, A Shift supervised a bonfire at Eastside High School. He also stated that Fire Prevention Week is going to be October 6, 2013 through October 12, 2013 and that the theme is going to be: "Preventing Kitchen Fires." There being no further discussion, Chairman Rivers made a motion to accept the Fire Department Reports as written and attached. Vice Treasurer/Wavle seconded the motion. The motion carried unanimously.

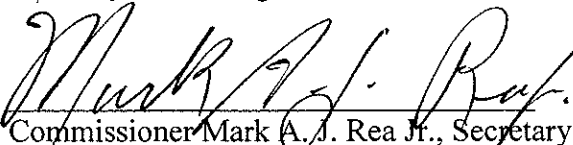
Chairman Rivers recognized Mr. Ben Stoner for the Financial Reports. Mr. Stoner reviewed his reports as written and attached. Mr. Stoner summarized the results for the Fiscal Year 2014 for the General Fund stating that the YTD net deficit is \$248,924 compared to a budget of nearly than \$295,000 deficit. He stated that the total YTD income was \$96,474 which is better than the budget by about \$21,000. 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 \$308,039, which is less than budget by about \$19,000. He stated the primary drivers for the better result was less personnel costs in the Fire Department and less maintenance costs in the Sewer Department. The total YTD indirect costs are \$18,413, which is less than budget by about \$1,700. This favorable result is a combination of several small items, namely insurance and occupancy, and not yet utilizing the funds budgeted for community relations. Mr. Stoner reported that the total YTD other expenses is \$18,946, which is less than budget by about \$3,500. 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. Mr. Stoner reported that the Sewer Department and District did utilize some of the annual training budget to send 3 technicians and our GIS staff to training with PipeLogix. The Fire Department's personnel costs were lower than expected for timing reasons and some refunded insurance premiums. Mr. Stoner stated the cash on hand did decrease by nearly \$583,000 but a large amount of that was to pay for the significant Sewer maintenance invoices from June, and our current liabilities decreased by approximately \$364,000. Mr. Stoner reported that the net position (net assets) of the District is \$16.4 million, of which more than \$5.5 million is held in District cash accounts. Mr. Stoner asked if there were any questions. There being none, Vice Chairman/Treasurer Wavle moved to accept the Financial Report. Secretary Rea 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 5:05 pm.


Commissioner Gilbert T. Rivers, Chairman

10-8-13
Date Minutes Approved


Commissioner Douglas L. Wavle, Vice Chairman/Treasurer


Commissioner Mark A. J. Rea Jr., Secretary

10-14-13



