

**MINUTES
TAYLORS FIRE & SEWER DISTRICT
REGULAR MONTHLY MEETING
MARCH 18, 2014**

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

Mark A.J. Rea Jr., Commission Chairman
Douglas L. Wavle, Commission Vice Chairman/Secretary
Paul Bowen, Commission Treasurer

STAFF PRESENT

Bobby Baker, Fire Chief	Julian Barker, Sewer Technician
Bobby Van Pelt, Assistant Fire Chief	Benjie Burns, Sewer Technician
James Baker, Fire Marshal	Mitchell Merrell, Cleaning Crew Leader
Samantha Bartow, Director of Sewer Services	Chris Powell, Sewer Technician
William "Red" Ables, Operations Coordinator	Chris Stamey, Sewer Technician
Stephanie Hackler, Bookkeeper	Haeden Secor, Firefighter
Mike Townsend, Right-of-Way Crew Leader	Caleb Watson, Firefighter
Mike Jones, I & I Technician	

OTHERS PRESENT:

Stacey Bevill (Ask and Receive Web Design and Hosting), Dale Bishop (Pebble Springs Trailer Park), Jamie Daniel (A.T. LOCKE), Trent Harper (Cherokee Springs Fire Department & InnovaPad) Steve Hammett (Noon and Hammett), Scott Taylor (A.T. LOCKE)

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

Chairman Rea asked that the minutes be presented. Vice Chairman/Secretary Wavle presented the minutes from the Regular Scheduled Meeting held on January 14, 2014 at 4:30 pm. Vice Chairman/Secretary Wavle made a motion to accept the minutes as written. Treasurer Bowen seconded the motion. The motion carried unanimously.

Chairman Rea stated based on the Agenda that we would start with old business. He recognized Fire Chief Baker to introduce the speaker concerning Innovapad. Fire Chief Baker recognized Fire Chief Trent Harper with Cherokee Springs Fire Department for his presentation in order to re-evaluate the InnovaPad Program that was discussed at the December 2013 meeting. Fire Chief Harper explained in depth the nature of the InnovaPad Program. He outlined the process and fee schedule that is exercised by his Fire Department. Fire Chief Harper stated that Innovapad charges the "at fault driver" in order to recoup losses during certain calls that the department responds to. Fire Chief Baker asked Fire Chief Harper if he bills anyone within his Fire District and if not, how he handles those living in apartment complexes or the like. Fire Chief Harper replied that his resolution was inclusive and charges all of those in his Fire District. He stated that those in his Fire District can challenge the charge but he does bill all motor vehicle accidents. Treasurer Bowen asked how Fire Chief Harper came up with his fee schedule. Fire Chief Harper responded that he developed the fee schedule by gathering information from various Fire Departments and averaging the fees. Vice Chairman/Secretary Wavle expressed concern about the Taylors' citizens being charged. He wanted

to know if the citizens would be charged outside of their insurance. Fire Chief Harper assured Vice Chairman/Secretary Wavle that no one besides the insurance companies would be billed. Chairman Rea thanked Fire Chief Harper for his presentation and stated they would take it under review.

Chairman Rea recognized Mr. Bishop in order to continue the discussion from the January 2014 Commission Meeting concerning Pebble Springs Trailer Park. Mr. Bishop stated that he was unable to locate any documentation "stating that all future tap fees will be waived". Mr. Bishop believes that the Commission Board at the time his property was developed did not intend for him to pay the tap fees and he feels that all future tap fees should be waived. Vice Chairman/Secretary Wavle disputed that statement. Mr. Bishop then stated that he paid all fees that were due at the time he began developing the Pebble Springs Trailer Park. Vice Chairman/Secretary Wavle again disputed the statement and Treasurer Bowen stated that a letter existing stating that all taps made within the Pebble Springs Community would be subject to the then current tap fee of \$500. Mr. Bishop stated that he interpreted the letter to read differently. Director Bartow and Vice Chairman/Secretary Wavle educated Mr. Bishop on the difference between the different water and sewer entities. Mr. Bishop then stated that he felt certain that when the Community was built, Former Sewer Director Alexander did not intend him to pay the fee and he stated that the right thing to do now is to waive all fees. Vice Chairman/Secretary Wavle stated that he believes the fees are due and payable for all future tap fees and he feels the existing homes should pay the fee that was in effect when the homes were tapped on. Mr. Bishop was concerned about the additional cost because he had not intended on paying the Taylors' fees. He feels it is unfair to go back and collect on the past fees and feels that all future fees are unjust as well. After a very lengthy discussion, the Board of Commissioners along with Director Bartow came up with an amount they felt was fair for all involved. They proposed that Mr. Bishop pay \$250 per lot for the 13 properties (\$3,250) that were already tapped on that the District did not have a record for being paid as well as \$725 for the two lots he is currently trying to get permits for. Mr. Bishop asked how it would look for him to go back to his tenants and try to recoup the funds. Treasurer Bowen and Chairman Rea stated that it was Mr. Bishop's legal responsibility to pay the permit fees since the property is listed in his name. It would not be up to the District to collect the funds from each individual homeowner since Mr. Bishop is the property owner. Mr. Bishop again stated that if Former Sewer Director Alexander or Former Commissioner Dixon were here today, he feels he would not be charged the fee. Vice Chairman/Secretary Wavle stated that due to the fact Former Commissioner Dixon wrote a letter to the contrary, he feels that Mr. Bishop would be charged. Director Bartow deferred to legal counsel for Mr. Hammett's opinion. Mr. Hammett reiterated that he feels the fees are payable due to the fact that Mr. Bishop was given the option to install his own sewer system or to tie onto the District's system at the cost of \$500 per tap fee. Another lengthy conversation ensued. The Commission Board deliberated the information provided and made the final decision to impose a \$250 fee per lot on the 13 properties that were already tapped on and a \$725 fee per lot for the two properties that Mr. Bishop wishes to tap on currently. All future taps will be handled at the current rate published at the time the permit is applied for. Treasurer Bowen made a motion that the 13 properties (marked in red on the map) already tapped on are to be charged \$250 each for a total of \$3,250 and the 2 properties (marked in yellow on the map) that Mr. Bishop is currently seeking a permit for are to be charged \$725 each for a total of \$1,450. This brings the grand total to \$4,700. Vice Chairman/Secretary Wavle seconded the motion. He stated that there was a lot of labor involved concerning this issue and he hoped that Mr. Bishop finds their decision satisfactory. The motion carried unanimously. Director Bartow asked if an invoice should be sent and Chairman Rea confirmed that everything should be documented and in good order.

Chairman Rea recognized Director Bartow for the Sewer Reports. Director Bartow stated in the absence of GIS Analyst King, Director Bartow would be presenting the GIS report as written and attached. The reports would cover January through March since there was not a February meeting due to inclement weather. Director Bartow reported that GIS Analyst King reported that the configuration with CityWorks Asset and Work Order Management Program is nearly complete. GIS Analyst King reported that over the past several weeks, she spent the majority of her time in Administrative Training with Mr. Matt Mole of URS Corporation who is showing and teaching her the workings of the program via Remote Log-In and conference calls. GIS Analyst King reported that the process is very detailed and has taken a bit longer than anticipated due to some minor software bugs. She stated that everything is moving forward and are making good progress. GIS Analyst King reported that she assisted the CCTV Crew in installing essential software on the new computers in their truck. ArcView was successfully restored to the machine and is working properly. GIS Analyst King attended the Greenville Area Utility Coordination Committee on Wednesday, January 15, 2014. She attended the Greenville County Geographic Information Alliance on Thursday, January 16, 2014. GIS Analyst King attended the Greenville Area Utility Coordination Committee meeting on Wednesday, February 19, 2014. She stated she also attended the Blue Ridge Foothills Awards Dinner on Tuesday, January 21, 2014 where the District was honored with a Collections Systems Excellence Award. Director Bartow stated as a side note that Operations Coordinator Ables also received an award at this dinner. He received the Collections System Operator of the Year Award. She stated this professional organization promotes good stewardship of the environment by encouraging connectivity between individuals and our natural resources. GIS Analyst King closed by stating that she continued her efforts in documenting Taylors right-of-ways, and she has assisted the Right-Of-Way Crew members in providing documentation for right-of-ways that need clearing. Vice Chairman/Secretary Wavle asked a question concerning CityWorks and ArcView. He wanted to know if they were the same company. Director Bartow stated that they are two different software variations.

Director Bartow presented her report as written and attached. She presented the Permit Fees, the Workers Compensation Report, and the Sewer Maintenance Report for the months of January and February. Director Bartow reported that on January 21, 2014, Taylors Fire and Sewer District (Sewer Department) was presented the WEASC Blue Ridge Foothills Excellence in Collection System Operation Award. This award is presented annually to the Collection System that best demonstrates significant, lasting, and measurable excellence in the operation and maintenance of a collection system, or the prevention of the degradation for the water quality in a region, basin, or body of water through improvements or management practices. This award is intended to recognize the utility and not an individual. The purpose of the award is to advocate teamwork and to recognize the efforts of the different disciplines required to successfully operate a collection system. Director Bartow stated that the Sewer Department did a job well done in being the recipient of this award. The Board gave them a round of applause. Director Bartow stated that on January 26, 2014, Taylors Fire and Sewer District lost one of its family members in the Sewer Department, Shane Williams. She asks that everyone keep his family in their thoughts and prayers. She stated Shane worked for Taylors Fire and Sewer District since October 1996 in different capacities. Most recently, he was the Construction Supervisor. He was an A Level Collection System Operator and a member of the WEASC Blue Ridge Foothills District. Director Bartow stated that on February 17, 2014, she along with Operations Coordinator Ables, TV Crew Leader Perez, and GIS Analyst King met with ReWa to discuss the status of the efforts taken in regards to the response they received from DHEC on

their Collection System inspection. Director Bartow reported that Encore Technologies installed our new computer system in the Board Room on February 20, 2014. She stated that from February 24, 2014 through February 27, 2014, Operations Coordinator Ables, Cleaning Crew Leader Merrell, Sewer Technician Powell, I&I Technician Jones, Sewer Technician Barker, Vice Chairman/Secretary Wavle, and Treasurer Bowen attended the Pumper Cleaner Show in Indianapolis, Indiana. Director Bartow reported that she, along with Chairman Rea and GIS Analyst King met with Mr. Ed Driggers, City Administrator with Greer, on February 24, 2014 to discuss the property on Alexander Road and Brushy Creek Road. Director Bartow stated that she along with Bookkeeper Hackler met with Mr. Richard Pace to discuss all of the items we needed to get together for pursuing the SRF loan for the Mill Hill Project. On March 8, 2014 through March 12, 2014, Director Bartow along with Sewer Technician Burns, Sewer Technician Barker, and Treasurer Bowen attended the WEASC South Carolina Environmental Conference in Myrtle Beach. Director Bartow reported that many of the Sewer Department Employees will be attending the SC-811 Safety Summit in Columbia on March 19, 2014 as well as the SJWD Spring Safety Workshop on March 20, 2014. Director Bartow updated the Commission Board on the CityWorks User Conference in Utah during May that she intends to attend. She stated that the District has been offered another Complementary Registration and asked the Board of Commissioners if one of them would like to attend. Director Bartow stated that GIS Analyst King has passed up the chance to go. She will be handling Director Bartow's Secretary Duties for the GAUCC in Director Bartow's absence. Director Bartow reminded the Board that they need to file their Ethics Report electronically. The deadline is March 30, 2014. Director Bartow asked if there were any further questions, and with no further questions Treasurer Bowen moved to accept the Sewer Department Reports as written. Vice Chairman/Secretary Wavle seconded the motion. The motion carried unanimously.

Chairman Rea recognized Fire Chief Baker for the Fire Reports. Fire Chief Baker reviewed the meetings he attended for the month of January. Fire Chief Baker attended the Greenville County Fire Chief's Association meeting and the Greenville County Special Purpose District Association meeting. Fire Chief Baker recognized Firefighter Barkley for 1 year of service on February 5, 2014. Fire Chief Baker announced that there was one workers compensation claim reported in the month of January. The employee was injured during a training scenario at Scott Towers. Fire Chief Baker reported that Truck #2 was involved in an accident in front of Station #1 on January 28, 2014. Vice Chairman/Secretary Wavle inquired about who was at fault for the accident. Fire Chief Baker stated that it was a dual fault accident and our driver was not ticketed. Fire Chief Baker reiterated the fact that the State Ethics Reports were due by March 30, 2014. Fire Chief Baker reported that Travelers Insurance Company (insurer for Greenville Transit Authority) has paid the claim for the brick wall and the replacement of the Japanese Maple Tree at Station #1. Fire Chief Baker also stated that he has attached a copy of the Legislative Bills currently being discussed in the House and Senate. He reported that he has attached a copy of the Greenville County Fire Department's Agreement for Mutual Aid. Fire Chief Baker reported that Greenville County Fire Chief's Association and Greenville County Fire and Sewer Districts are sending letters to Greenville County Council and Planning and Development Committee in reference to Special Purpose Districts having to pay for storm water fees with tax dollars. Fire Chief Baker reported that the SC-811 Safety Summit that was scheduled for February 12, 2014 has been rescheduled for March 19, 2014. Fire Chief Baker reviewed the Monthly Incident Response Report for January 2014. Fire Chief Baker reviewed the meetings he attended for the month of February. He attended a meeting with Encore Technology as well as the Greenville County Fire Chief's Association meeting and the Greenville County

Emergency Operation Center meeting. Fire Chief Baker recognized Firefighter Bors for 7 years of service on March 4, 2014, Lieutenant Wofford for 25 years of service on March 16, 2014, and Firefighter Loveridge for 9 years of service on March 19, 2014. Fire Chief Baker stated that there were no workers compensation claims for the month of February. He reported that he would be attending the SC State Firefighter's Association Legislative Day on March 30, 2014 in Columbia. Fire Chief Baker reported that April is Child Abuse Prevention Month. He stated that Greenville County First Steps will be planting blue and white pinwheels across Greenville County in recognition of Child Abuse Month. Fire Chief Baker reported that the Japanese Maple Tree in front of Station #1 has been replaced by Schneider's Tree Care. He stated that he is waiting on the documents from the attorney for adding the steps during the brick wall repairs. Fire Chief Baker reported that he will be attending the FDIC Conference in Indianapolis, Indiana from April 7, 2014 thru April 12, 2014. Fire Chief Baker reviewed the Monthly Incident Response Report for February 2014.

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 months of January and February. He reported that Firefighter Barkley passed his 1 year test and Firefighter Williams got his Class E Driver's License. Assistant Fire Chief Van Pelt reported that two Lieutenants will be taking Fire Officer 1 at Greenville City Fire Department in April. Assistant Fire Chief Van Pelt discussed the training that was scheduled February 24, 2014 through February 28, 2014 for Fire Instructor II at Taylors Fire Department (SCFA). It was a 40 hour class and all members from Taylors passed. Lieutenant Sullivan passed his Fire Officer II class. Assistant Fire Chief Van Pelt reported that they have put in for several more classes for July - December. Assistant Fire Chief Van Pelt reviewed the meetings he attended in January and February. Assistant Fire Chief Van Pelt reviewed the fire investigations and automatic aid calls for both months. He reported that they completed the testing for the Firefighters position on February 7, 2014 and did the C-Pat on February 10, 2014. He announced that the applicants that were offered positions were Haeden Secor (B-Shift) and Caleb Watson (C-Shift). They were both in attendance but had to leave early due to other obligations. Assistant Fire Chief Van Pelt reported that they are working on the station upgrades. Chairman Rea asked about the situation on Space Drive due to the number of calls. Fire Chief Van Pelt responded that there were several small issues that were fixed over a course of time.

Assistant Fire Chief Van Pelt presented Fire Marshal Baker's report as written and attached. Fire Marshal Baker had to leave early due to other obligations. Assistant Fire Chief Van Pelt reviewed the inspections, pre-plans, and occupancy permits for January and February on behalf of Fire Marshal Baker. Assistant Fire Chief Van Pelt reviewed the fire investigations for the month of January and February as per Fire Marshal Baker's report. Assistant Fire Chief Van Pelt reviewed the meetings that Fire Marshal Baker attended in January and February reporting that he attended the GCFCA Meeting on January 7, 2014 & February 4, 2014, Quarterly Fire Marshal Training on January 14, 2014, Combat Ready Firefighting on January 20, 2014, assisted with Taylors Fire Department Explorers' training day on January 25, 2014, Pyrotechnics Training on February 7, 2014, Fire Stops and Barriers Training on February 19, 2014, and Fire instructor II on February 24, 2014 through February 28, 2014. Assistant Fire Chief Van Pelt detailed the fire prevention for the month of January and February that was completed by Fire Marshal Baker. He stated that on January 12, 2014 C-Shift had a fire prevention talk and tour of Headquarters with the Girl Scouts. On January 13, 2014, he participated in the FISH Community Outreach Program at Brook Glenn Elementary. On February 17, 2014, B-Shift along with Fire Marshal Baker held a first aid demo for

the Girl Scouts at Headquarters. On February 18, 2014 through February 20, 2014, all three shifts as well as Fire Marshal Baker toured Taylors Mill. On February 28, 2014, A-Shift Headquarters sent an engine to Palmetto Kids Academy for Safety Day. Assistant Fire Chief Van Pelt announced on behalf of Fire Marshal Baker that several Taylors Firemen, along with friends and family, participated in the St. Baldrick's head shave event on March 16, 2014 at Larkin's on the River. He stated that there were 12 people on the team that raised approximately \$1800. There being no further questions or comments, Vice Chairman/Secretary Wavle made a motion to accept the Fire Department Reports. Treasurer Bowen seconded the motion. The motion carried unanimously.

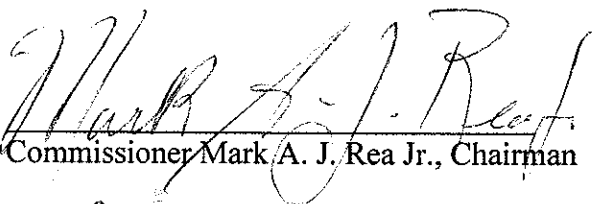
Chairman Rea recognized Mr. Scott Taylor for the Financial Reports. Mr. Taylor reviewed his reports as written and attached. Mr. Taylor summarized the results for the Fiscal Year 2014 for the General Fund stating that the YTD net income is \$1,760,747 compared to a budgeted deficit of \$246,289. He stated that the total YTD income was \$4,762,527 which is better than the budget by about \$2,034,957. Mr. Taylor stated that at this point in the year, the difference is a timing issue against our best guess for when we expect to receive property taxes. Taxes collected YTD are approximately \$1,930,000 (\$1,389,000 and \$542,000 for Fire and Sewer, respectively) more than budget and fees are \$97,650 in excess of budget. Mr. Taylor stated that the total YTD for our direct costs is \$2,638,627, which is more than budget by about \$56,000. The primary drivers for the variance are less personnel costs in both the Fire and Sewer Departments (\$27,000 and \$21,000, respectively) which is offset by higher maintenance costs of approximately \$119,000. The maintenance expenses relate to a rescue chain package (\$9,000), training tower upgrades (\$13,000), and Cues Camera Van (\$150,000). Some of these expenses were budgeted for future months so the variance will reduce as the timing of the budget catches up with the actual expenditure. The total YTD indirect costs are \$328,556, which is less than budget by approximately \$26,000. This favorable result is a combination of several small items, namely insurance, administrative expenses, and occupancy. Mr. Taylor reported that the total YTD other expenses is \$34,597. This is more than the budgeted expense of \$36,000. The YTD other income consists of a transfer from the Capital Projects Fund of \$73,543. These funds are from the remaining balance of bond cash and were used to cover sewer maintenance expenses. The most significant YTD other expenses is for capital expenditures. For the Fire Department this consists primarily of renovations to the Fire Station #1. For the Sewer Department the capital expenditures includes computers, GIS software, CMMS configuration and hosting, and a Skid Steer. Mr. Taylor stated the cash on hand increased and is \$6,200,000 as of the end of January. He stated that accounts receivable (Due from County Government for both Fire and Sewer) increased by \$1,335,000. Mr. Taylor reported that the net position (net assets) of the District is \$15.2 million, of which \$6.2 million is held in District cash accounts. Mr. Taylor asked if there were any questions. There being no further discussion, Vice Chairman/Secretary Wavle moved to accept the Financial Report as presented. Treasurer Bowen seconded the motion. The motion carried unanimously.

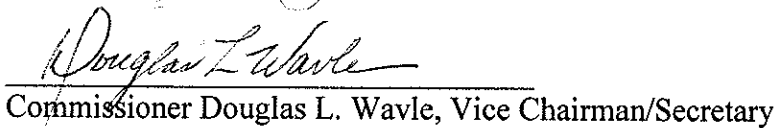
Treasurer Bowen moved to go into executive session for discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee and to receive legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the 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. Vice Chairman/Secretary Wavle seconded the motion. The motion carried unanimously. They entered into executive session at 6:45 pm.

Vice Chairman/Secretary Wavle moved, seconded by Treasurer Bowen to exit executive session. The motion carried unanimously. They exited executive session at 7:41 pm.

Vice Chairman/Secretary Wavle made a motion to repair the vehicle that was hit during a hit and run in our parking at the best price from the estimates if that is acceptable to the owner of said vehicle. Treasurer Bowen seconded the motion. The motion carried unanimously.

There being no further business, Treasurer Bowen made a motion to adjourn. Vice Chairman/Secretary Wavle seconded the motion. The motion carried unanimously and the meeting was adjourned at 7:44 pm.


Commissioner Mark A. J. Rea Jr., Chairman


Commissioner Douglas L. Wavle, Vice Chairman/Secretary

04-08-2014
Date Minutes Approved


Commissioner Paul Bowen, Treasurer