

**MINUTES  
TAYLORS FIRE & SEWER DISTRICT  
REGULAR MONTHLY MEETING  
JANUARY 14, 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**

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

**STAFF PRESENT**

Bobby Baker, Fire Chief  
Bobby Van Pelt, Assistant Fire Chief  
James Baker, Fire Marshal  
Samantha Bartow, Director of Sewer Services  
William "Red" Ables, Operations Coordinator  
Shane Williams, Construction Supervisor  
Stephanie Hackler, Bookkeeper

Julian Barker, Sewer Technician  
Jacob Bors, Firefighter  
John Coble, Mechanic  
Todd Jennings, Sergeant  
Ronnie Myers II, Firefighter  
Mitchell Traynham, Firefighter  
Gabriel Walker, Firefighter

**OTHERS PRESENT:**

Cheryl P. Allen (Greenville News), Stacey Bevill (Ask and Receive Web Design and Hosting), Dale Bishop (Pebble Springs Trailer Park), Jamie Daniel (A.T. LOCKE), Steve Hammett (Noon and Hammett), Ben Stoner (A.T. LOCKE), Scott Taylor (A.T. LOCKE)

The meeting was called to order by Vice Chairman/Treasurer Wavle at 4:30 pm.

Vice Chairman/Treasurer Wavle called for the election of Officers for the next two years. Commissioner Bowen made a motion to elect Secretary Rea as Chairman. The motion was seconded by Vice Chairman/Treasurer Wavle. The motion carried unanimously. Chairman Rea made a motion to elect Commissioner Bowen as Treasurer, seconded by Vice Chairman/Treasurer Wavle, the motion carried unanimously. Chairman Rea made a motion to elect Vice Chairman/Treasurer Wavle as Vice Chairman/Secretary. The motion was seconded by Treasurer Bowen. The motion carried unanimously.

After a vote by all Commissioners, the following Officers were elected:

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

Chairman Rea asked that the minutes be presented. Vice Chairman/Secretary Wavle presented the minutes from the Regular Scheduled Meeting held December 10, 2013 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 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. Director Bartow reported that during the past month, GIS Analyst King has dedicated the majority of her time to work on the right-of-way documentation in the GIS. GIS Analyst King reported that the progress is moving steadily and she believes this documentation will be useful and become an essential facet of the GIS and District records. GIS Analyst King reported that she is still in the process of configuring the data with URS for the CityWorks Asset and Work Order Management Program. GIS Analyst King reported that Mr. Greg Thacker of URS visited with her and Director Bartow on Wednesday, December 18, 2013 to give an update on the current status within the time schedule for implementation of the program. Based on the current schedule, as of Monday, January 13, 2014, we are in week 17 of 22. We anticipate completion of the project by the end of February. GIS Analyst King reported that she, along with Director Bartow and Operations Coordinator Ables, attended a meeting at ReWa on Tuesday, December 17, 2013 to discuss construction procedures of the Mill Hill Project. GIS Analyst King reported that all regularly scheduled monthly meetings were canceled due to the holidays.

Director Bartow presented her report as written and attached. She reviewed the Permit Fees, the Workers Compensation Report, and the Sewer Maintenance Report for the month of December. Director Bartow reported that on December 12, 2013, she along with Operations Coordinator Ables and GIS Analyst King met with our Engineers on the Mill Hill to discuss and review the layout, exploring rock, and permitting. On December 18, 2013, they met again regarding the Mill Hill at ReWa to discuss ReWa's plans in the area to see if it would be affecting what we are trying to plan. Director Bartow stated that she has submitted a projected figure to the District's Attorney, Brad Love, in order to obtain a bond for the project. She will update the Board as details are available. Director Bartow reported that on December 23, 2013 and December 26, 2013, Mr. Dale Bishop came in to discuss permit fees for his Pebble Springs Trailer Park. This will be discussed in further detail under new business. Director Bartow reported that on January 7, 2014, she along with Operations Coordinator Ables, Construction Supervisor Williams, and Vice Chairman/Secretary (formerly Vice Chairman/Treasurer) Wavle met with our Real Estate lawyer, Mr. Steve Hammett who will be in attendance to discuss the issue with Mr. Dale Bishop. Director Bartow stated that Mr. Hammett had not yet arrived but was in transit to the meeting. Director Bartow reviewed the upcoming meetings that various Sewer and District employees will be attending. Director Bartow stated that she included within the packet, information on updating our Ethics data. She stated that in the past we have had until April to update this information electronically however the deadline has been changed to March 30, 2014. She stated that our reports must be filed by March 30, 2014 or it will result in a late filing fee. Instructions on how to login to their system is also in the packet. Director Bartow made special mention of the Blue Ridge Foothills meeting that will be held at the Lyman Event Center on January 21, 2014. She stated she would like everyone that can attend to attend. She found out that Taylors Fire & Sewer District would be receiving an award at the meeting. Director Bartow stated that she had received information about the 2014 South Carolina Environmental Conference that will be in Myrtle Beach, March 9, 2014 through March 12, 2014. She is in the process of making reservations for this conference and wanted to know if any of the Commissioners would like to attend. Director Bartow reported that she had placed the order for the TV/Computer System for the Board Room. It is scheduled to be here in the middle of February. Director Bartow reported that the Work Order Management program is running on schedule with hopes that training will begin the end of February. She reported that she had received an invitation with a complimentary registration to attend the CityWorks User Conference. The User Conference is scheduled for May in Utah. She has included information about the conference in the packet. Director Bartow thought this conference would be useful and asked the Board for approval for airfare and hotel in order to attend the conference. Director Bartow stated she wanted to give a big

thank you to the Sewer Department for helping the District office get updated. They have been working on the updates while we were short staffed during the holidays and during the bad weather. Director Bartow stated that they have done an excellent job turning the office around. Director Bartow asked if there were any further questions, and with no further questions Vice Chairman/Secretary Wavle moved to accept the Sewer Department Reports as written. Treasurer Bowen 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. Fire Chief Baker attended the Greenville County Fire Chief's Committee Meeting. Fire Chief Baker recognized Firefighter Condrey for 7 years of service on January 21, 2014. Fire Chief Baker announced that there was one workers compensation claim reported in the month of December. The employee was injured during a training scenario at Scott Towers. 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 approved the claim concerning the bus accident that happened in the parking lot of Fire Station #1. Fire Chief Baker stated that Schneider Tree Care submitted an estimate of \$1,580 for replacement of the Japanese maple tree and Osborn Contract Service submitted an estimate of \$2,184 for replacement of the brick wall. Fire Chief Baker stated that the \$2,184 is an estimate to replace the brick wall back to its original state. Fire Chief Baker made a recommendation to the Board to entertain the proposal allowing the contractor to add a set of concrete stairs to the brick wall allowing access from the church parking lot to Fire Station #1's parking lot. The estimate including the stairs is \$2,987. Chairman Rea stated it would be discussed in executive session. Fire Chief Baker reported that on December 11, 2013, Truck #1 was backed into the right rear bay door of Fire Station #1. He stated that Truck #1 sustained damage to the right brake light and Fire Station #1 sustained damage to the right rear bay door. Fire Chief Baker reported that Truck #1 has been repaired and that we are currently waiting on Overhead Door to repair the bay door. Fire Chief Baker also reported that on January 2, 2014, Engine #6 was backing up and damaged the left rear bay door at Fire Station #3. He stated that Engine #6 sustained damage to the Federal Q Siren front cover and Fire Station #3 sustained damage to the left rear bay door. He reported that Engine #6 has been repaired and is back in service and that Fire Station #3 left bay door is awaiting repairs. Fire Chief Baker reported that he has changed the trash service for Fire Station #3 to another vendor in order to save \$500 annually. Fire Chief Baker stated that Firefighter Justin Williams resigned on December 4, 2013 and Firefighter Chris Catalano resigned on January 7, 2014. Fire Chief Baker reviewed the Monthly Incident Response Report for December 2013. Fire Chief Baker also provided a copy of South Carolina's YTD fire fatalities statistics as of December 23, 2013.

Assistant Fire Chief Van Pelt presented his report as written and attached. Assistant Fire Chief Van Pelt recognized Lieutenant Johnson for completing 50 hours of training at TEEX which is at Texas A&M. Lieutenant Johnson received a certificate for Disaster Canine Search. Assistant Fire Chief Van Pelt reported on the various training completed during the month. He reported that Firefighter Perry received his Class E Driver's License. Assistant Fire Chief Van Pelt reported that he attended the Quarterly Fire Marshal training and IC for Structural Collapse. Assistant Fire Chief Van Pelt reported that training at Scotts Towers is scheduled for January 22, 2014 through January 24, 2014. He stated that the Towers will be imploded on January 19, 2014. Assistant Fire Chief Van Pelt reviewed the meetings he attended for the month. Assistant Fire Chief Van Pelt He reviewed the fire investigations and automatic aid calls for the month. He stated that there was a bomb treat at Eastside High School where some kids were arrested. Assistant Fire Chief Van Pelt stated that A-Shift responded to a call where they had to carry out a hunter that had fallen out of a tree. He stated

that Piedmont Park assisted and that they used some equipment from GCERT for the rescue. Assistant Fire Chief Van Pelt stated that it had been a busy month in part due to the arctic blast that came through. He stated that the Fire Department ran a lot of calls dealing with broken water lines in homes and a lot of sprinkler systems failing because of the cold. Assistant Fire Chief Van Pelt recognized all the shifts for going out of their way to help clean up after the water leaks. Assistant Fire Chief Van Pelt announced that the Fire Department is taking applications until January 24, 2014. Chairman Rea inquired about an update on the pump. Assistant Fire Chief Van Pelt stated that Mechanic Coble has completed the work and that it is ready to be pump-tested and put back into service.

Chairman Rea 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 listed the fire investigations for the month of December. Fire Marshal Baker reviewed the meetings he attended for the month. He attended the GCFCFA Meeting on December 3, 2013 and the Fire Academy Instructor Orientation Program on December 9, 2013. Fire Marshal Baker detailed the fire prevention for the month of December. He stated that on December 9, 2013, A-shift completed a station tour at Headquarters and conducted a fire safety talk for the Cub Scouts. On December 13, 2013, B-shift completed a station tour at Headquarters and conducted a fire safety talk. On December 16, 2013, Fire Marshal Baker and B-shift crew at Fire Station #2 participated in the Reading to Kids Program at Brook Glenn Elementary. Fire Marshal Baker thanked everyone that was involved in this year's Children's Christmas Fundraiser. He thanked the Taylors Fire & Sewer District employees and the citizens' of Taylors. He gave a special thanks to B-shift, Director Bartow, and the District office personnel. He thanked Director Bartow for not only helping but allowing the staff (Bookkeeper Hackler, GIS Analyst King, Administrative Assistant Jenkins, and Administrative Assistant Shehan) to help. Fire Marshal Baker reported that we had donations from both employees and citizens. He stated that the District office staff and B-shift firefighters purchased the gifts and the District office staff wrapped and organized the presents for delivery. He stated that it is a true testament of the character of the men and women working for Taylors Fire & Sewer District and that we should all be proud of the caliber of people we have working here. In all, we were able to help 19 children that would not have had a Christmas this year. The Children's Christmas Fundraiser brightened their Christmas and has made a lasting impression on their lives. There being no further questions or comments, Vice Chairman/Secretary Wavle made a motion to accept the Fire Department Reports. Secretary 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 deficit is \$980,912 compared to a budgeted deficit of \$1,617,945. He stated that the total YTD income was \$965,427 which is better than the budget by about \$532,000. 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 \$505,000 (\$368,000 and \$137,000 for Fire and Sewer, respectively) more than budget and fees are \$19,255 in excess of budget. Mr. Taylor stated that the total YTD for our direct costs is \$1,723,410, which is less than budget by about \$88,000. The primary drivers for the better result were less personnel costs in both the Sewer and Fire Departments (\$45,000 and \$24,000, respectively). The total YTD indirect costs are \$189,851, which is less than budget by approximately \$15,000. 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 \$33,078, which is less than budget by about \$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 decreased by about \$255,000 in the month of November. He stated that accounts receivable (Due from County Government for both Fire and Sewer) increased by \$458,000 during the month, which is the reason the \$106,652 in November net income did not translate into an increase in cash. Mr. Taylor reported that the net position (net assets) of the District is \$12.6 million, of which \$4.4 million is held in District cash accounts. Mr. Taylor asked if there were any questions. There being no further discussion, Treasurer Bowen moved to accept the Financial Report as presented. Vice Chairman/Secretary Wavle seconded the motion. The motion carried unanimously. For clarification, Chairman Rea stated that the majority of tax revenue comes in during January and February.

Chairman Rea recognized Director Bartow to introduce Mr. Dale Bishop. Director Bartow stated that she wanted the record to reflect that both Mr. Dale Bishop and Mr. Steve Hammett were in attendance and received a packet regarding the property at Pebble Springs Trailer Park. Director Bartow detailed the issue at hand stating that Mr. Bishop was adding two more trailers within his mobile home park. Director Bartow stated that she researched his property and has provided maps within the packet that she handed out in order for those involved to understand the issue. She also stated that she would open the floor to allow Mr. Bishop to voice his concerns. Director Bartow stated that when the permits were originally done in approximately August 2000, they were only purchased for ReWa in the amount of \$45,000.00 (\$500 X 90 lots). Director Bartow stated the previous Sewer Department Director, Bobby Alexander, waived the Taylors Sewer Permits for the homes that were connected at that time. Director Bartow stated that there was no documentation stating why these permits were waived. She stated that she has had the documents reviewed by the Sewer Department's Attorney, Mr. Steve Hammett. Director Bartow stated that she told Mr. Bishop that if he could show proof that he paid the fees or had an agreement between himself and Director Alexander then she would allow the fees to be waived. However if no proof was available, Mr. Bishop would be responsible for paying the permit fees at the current rate of \$725 per permit to be tapped on. Director Bartow explained the map in relation to the issue. Mr. Bishop has requested the Commission Board to review the issue also. She stated regarding the map, that the parcels circled in green (15 parcels) had permits on file that were waived however they were not signed by either Mr. Bishop or the home owner. These 15 parcels are tapped onto the sewer system. Director Bartow stated that the parcels circled in red (13 parcels) had homes on them that were tapped onto the sewer system and there is no permit on file. Director Bartow stated that it was up to the Commission Board on how they wanted to proceed. Director Bartow turned the floor over to Mr. Bishop. Mr. Bishop addressed the Commission Board stating he was confused by the entire situation. He stated that he is unclear as to why Director Alexander waived the permits if it was not his intention for them not to be paid. Mr. Bishop stated that when he built the community that all fees were paid. He stated that perhaps Director Alexander failed to place a note within his file that stated all fees should be waived. Vice Chairman/Secretary Wavle stated for the record that they had provided Mr. Bishop a copy of a letter signed by former Commissioner, Ms. Jean Dixon, dated December 28, 2000. Vice Chairman/ Secretary Wavle called everyone's attention to item number 7 within the letter. He stated that number 7 states that Mr. Bishop would have to pay Taylors Fire and Sewer District \$500 for each tap made. Vice Chairman/Secretary Wavle stated that has not been done and that this is the issue. Mr. Bishop then countered that the six previous items on the letter were requirements that had

to be made in order for the fee to be waived and that he met all of those requirements. In his opinion, he believed that once the first six items in the letter were rectified, he would not owe a tap fee. Director Bartow deferred to counsel. Mr. Hammett stated that his reading of the letter was that once the first six items in the letter were met, then Mr. Bishop would owe the \$500 fee to obtain a tap. Mr. Hammett stated that if the previous six items were not met then the property would not be accepted and no permit sold. Mr. Bishop disputed Mr. Hammett's interpretation of the letter. Director Bartow stated that after a great deal of research, nothing was found detailing that these properties should be waived. She stated that since 2007, Taylors Fire and Sewer District has been charging \$725 and that Mr. Bishop would fall under the same criteria as all others in the District. Mr. Bishop again stated that he does not know why Director Alexander would waive the fees without a reason and stated that it was the right thing to do to waive the fees. Vice Chairman/Secretary Wavle disagreed with Mr. Bishop stating that the right thing to do is assure that every tax payer in our District is treated the same. Director Bartow then detailed seven issues with the Pebble Springs Trailer Park community that must be repaired within 30 days in order to reduce I & I. Vice Chairman/Secretary Wavle stated that he does not see how Mr. Bishop views that he does not owe a tap fee on all current and future taps. Director Bartow again stated that if he could provide proof of the agreement with Director Alexander that she would honor that agreement. Vice Chairman/Secretary Wavle asked Mr. Bishop if he had any written documentation. Vice Chairman/Secretary Wavle stated that he believes the waiving of the past permits was done incorrectly. Director Bartow stated that she stands beside her position that the permit fee of \$725 is due for each tap within the community. Vice Chairman/Secretary Wavle stated that he feels that the 13 current homes tapped on that have no permit on file owe the permit fee that was in effect during the time they tapped on and that all future permits would be charged at the current rate. He stated that he feels that the Commission Board should be fair to all in the District and the only way to be fair would be to charge like rates. Chairman Rea asked Mr. Hammett if he had any further comments and Mr. Hammett stated that he is in full agreement with Director Bartow. He stated that based on the understanding of the past as well as similar properties, it is the standard that has been set to charge tap fees. A lengthy discussion ensued. Mr. Hammett stated if there was an agreement or proof of payment then the outcome would be different. Chairman Rea stated that provided the other Commissioners agree, he would be willing give Mr. Bishop 30 days to find documentation supporting his claim otherwise the permit fees will be due. Director Bartow stated that she believes the two current parcels in question would be at the current rate. Treasurer Bowen made a motion to give Mr. Bishop 30 days to correct the problems that Director Bartow found as well as find any proof of documentation to the waiver of the fees. Vice Chairman/Secretary Wavle seconded the motion. The motion carried unanimously.

Chairman Rea stated that Fire Chief Baker had requested during his report that the Commission Board discuss the probability of adding concrete or brick stairs to the brick wall that divides Fire Station #1 and the Church next door. A short discussion ensued. Fire Chief Baker stated that the Church is in agreement with adding the stairs. Chairman Rea requested that the agreement with the Church be in writing in order to protect the District and the Church. Treasurer Bowen made a motion that Fire Chief Baker move forward with putting steps in the brick wall at Fire Station #1. Vice Chairman/Secretary Wavle seconded the motion. The motion carried unanimously.

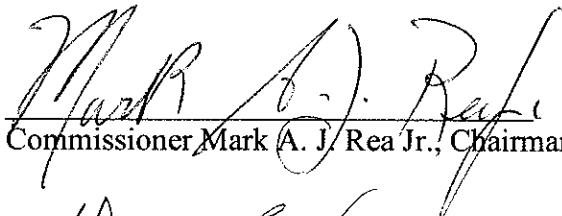
Treasurer Bowen moved to go into executive session for discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee and to receive legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the District in

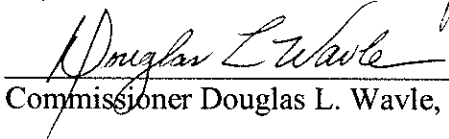
other adversary situations involving the assertion against the District agency of a claim. Vice Chairman/Secretary Wavle seconded the motion. The motion carried unanimously. They entered into executive session at 6:06 pm.

Vice Chairman/Secretary Wavle moved, seconded by Treasurer Bowen to exit executive session. The motion carried unanimously. They exited executive session at 7:24 pm.

Vice Chairman/Secretary Wavle made a motion to approve the purchase of an airline ticket in order for Director Bartow to attend the CityWorks User Conference in Utah. 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 7:26 pm.

  
Commissioner Mark A. J. Rea Jr., Chairman

  
Commissioner Douglas L. Wavle, Vice Chairman/Secretary

3/18/2014  
Date Minutes Approved

  
Commissioner Paul Bowen, Treasurer