

**MINUTES
TAYLORS FIRE & SEWER DISTRICT
REGULAR MONTHLY MEETING
FEBRUARY 9, 2016**

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

STAFF PRESENT

Bobby Baker, Fire Chief	Red Ables, Operations Coordinator
James Baker, Fire Marshal	Chris Powell, Construction Crew Leader
Samantha Bartow, Director of Sewer Services	Mike Townsend, Right-of-Way Crew Leader
Stephanie Hackler, Bookkeeper	Gary Cantrell, TV Crew Leader

OTHERS PRESENT:

Jamie Daniel (A.T. LOCKE), Michael Burns (Greenville News), Greg Cotton (Taylors Mill), Caleb Lewis (Taylors Mill), Brad Love (Haynsworth Sinkler Boyd), Alex Reynolds (Taylors Mill), Kari Walker (Taylors Mill), Tina Smerdon (A.T. LOCKE)

The meeting was called to order by Chairman Wavle at 4:30 pm. Chairman Wavle stated that the media outlets who requested notification of this monthly meeting were notified via door posting, email, website, Facebook, and Twitter.

Chairman Wavle presented the minutes from the Regular Scheduled Meeting held on January 12, 2016 at 4:30 pm as well as the Special Called Meeting held on February 1, 2016 at 3:45 pm. Vice Chairman/Treasurer Bowen made a motion to accept the minutes barring no corrections needed to be made. Secretary Rea seconded the motion. The motion carried unanimously.

Chairman Wavle recognized Mr. Brad Love of Haynsworth Sinkler Boyd who presented Resolution 2016-1 Mill Hill SRF Loan. Mr. Love summarized that this resolution is to approve the financing of the Mill Hill project not to exceed \$2,000,000. The loan is for 20 years. The quarterly payments will begin once construction is finished. The SRF loan is structured so that you don't draw down all monies at closing but instead draw as needed. This enables you to save on interest. In summary, Mr. Love stated that the resolution allows the District to enter into a \$2,000,000 loan. Mr. Love asked if there were any questions. Director Bartow inquired about the expenses already incurred. Mr. Love replied that SRF will allow reimbursements if you work through the process with them. Mr. Wavle asked about clarification on the pledge. Mr. Love stated that the pledge to pay it back is the general obligation pledge. The District would be paying the loan back with the Sewer User Fee but the pledge is of the tax base. Secretary Rea made a motion to accept and execute the Resolution as presented by Mr. Love. Vice Chairman/Treasurer Bowen seconded the motion. The motion carried unanimously.

Secretary Rea amended the motion that was made and passed in regards to the acceptance and execution of the Resolution for the SRF Loan to allow the Chairman and any other Commissioner to

sign in order to execute the loan if the Secretary is unavailable at the time of closing. Vice Chairman/Treasurer Bowen seconded the motion. The motion carried unanimously.

Chairman Wavle 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. She detailed the various projects that GIS Analyst King has been working on as well as summarized the meetings she has attended. Director Bartow asked if there were any questions concerning GIS Analyst King's report. There were none.

Director Bartow presented her report as written and attached. She stated that there was a typo on her report. She stated that the permit fees were for the month of January not November and December. She presented the Permit Fees for the months of January 2016. Director Bartow reviewed the Work Order and Service Request summaries from July 1, 2015 to the present date. Director Bartow presented a letter as written and attached that she had received from Ms. Barbara DeLaura who lives at 604 Gray Fox Square. Director Bartow read the letter into record. In summary, the letter commended the work completed by Construction Crew Leader Chris Powell and his crew for the excellent job they did in replacing Ms. DeLaura's service line and restoring the creek wall on her Ms. DeLaura's property. Director Bartow inquired of Construction Crew Leader Powell as to who was on the crew. He responded that Construction Crew Evett, Construction Crew Henry, Cleaning Crew Leader Merrell, and Construction Crew Stamey were all a part of this project. Director Bartow stated she was very pleased to receive the letter from someone in the community. Secretary Rea stated that both departments have exemplary employees and they do their jobs in a manner that always brings credit to the District. He thanked Operations Coordinator Ables and his crews for a job well done and is grateful that they always do a good job. Vice Chairman/Treasurer Bowen said to keep up the good work. Chairman Wavle stated that he is proud of the crews and commended Operations Coordinator Ables on a good job. Director Bartow reported that the right-of-way truck that we had budgeted in this year's budget, came in approximately \$10,000 less than expected. She mentioned that Operations Coordinator Ables' vehicle needed to be replaced. Director Bartow stated that if the District trades in the current vehicle for a 2016, there would be a balance owed of \$17,300. Director Bartow pointed out that should the Board approve the purchase, the price for both trucks would exceed the original budgeted amount for the right-of-way truck by approximately \$7,300. She also noted that the Ranger was traded in on the right-of-way truck. Vice Chairman/Treasurer Bowen made a motion to amend the budget by \$7,300 to allow for trade of Operations Coordinator Ables' current vehicle on a new vehicle. Before the motion was passed, Vice Chairman/Treasurer Bowen rescinded the previous motion and made a motion to allow the Sewer Department to proceed with the purchase of the new vehicle noting that \$7,300 of that purchase is not budgeted. Secretary Rea seconded the motion. The motion carried unanimously. Director Bartow announced that on February 4, 2016 she had the Bid Opening for the Mill Hill Project. She stated our engineer Richard Pace has certified the bids but still has to verify that the specs meet all the requirements. Once that is verified, Director Bartow stated she will have to talk to SRF for approval prior to the recommendation to the Board for awarding the contract. Director Bartow stated that several employees would be attending a trade show in Indianapolis. She amended her report stating that one employee, John Coble, would no longer be attending due to the fact that he has submitted his resignation. Director Bartow stated that she has asked Operations Coordinator Ables to find someone to take Mechanic Coble's spot. Director Bartow concluded her report by detailing the meeting she plans to attend. With there being no further

questions, Vice Chairman/Treasurer Bowen made a motion to accept the Sewer Department Reports as written. Secretary Rea seconded the motion. The motion carried unanimously.

Chairman Wavle 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 for the months of December and January. Fire Chief Baker announced that Firefighter Secor submitted his resignation and stated that he would be going to a construction company. Fire Chief Baker announced that they had hired Nathaniel Melton as the new Firefighter assigned to A-shift. Fire Chief Baker announced that the SC Annual Fire Service Legislative Day will be held on March 16, 2106. He stated that he will be attending in order to meet with South Carolina Senators & House Representatives in reference to legislative bills on the House and Senate agendas effecting the fire service. Attached is a copy of the bills currently on the House and Senate agendas. Fire Chief Baker reminded the Board that the State Ethics Reports are due by March 30, 2016. Fire Chief Baker updated the Board on the Emergency Response Dispatch. Greenville County Fire Chief's Association has been working on an identifying system for how the county can provide dispatch services for emergency personnel, station and vehicles. He stated that in November, he had presented the Commission Board with a copy of the proposed numbering system the communication committee developed to identify each fire department. The Communications Committee has changed each fire department's identifying numbers due to the National Fire Incident Reporting System. Attached is a list of the updated Identifying Numbers that the Greenville County Fire Chiefs Association voted on and approved. Chairman Wavle asked if we would have to renumber our trucks. Fire Chief Baker stated that the truck numbers on the side of the trucks would not have to change but that we may have to put an additional identifying number on our trucks. Secretary Rea asked how other units in the fleet would be identified. Fire Chief Baker responded that his car would be 81. Assistant Fire Chief Van Pelt would be 81-A, Fire Marshal Baker would be 81-B and so on. Chairman Wavle asked how the engines from different station within our District would be number. Fire Chief Baker stated that the Engine from Station #1 would be Engine 81. The Engine from Fire Station #2 could be number Engine 81-A or 81-R for reserve. Fire Chief Baker summarized the SC Fire Service Needs Assessment for equipment and training. He stated that he is proud of the jobs that Assistant Fire Chief Van Pelt, Fire Marshal Baker, and other personnel do to make sure that everyone is trained and equipped. Fire Chief Baker then summarized the Incident Response and Fire Fatalities Reports for the month of January 2016. Chairman Wavle commented on the fact that he can see why we hold an ISO Class 1 Rating. He stated that he sees that the way our department is staffed, trained and equipped plays a role in that rating. Chairman Wavle further stated that the ISO Class 1 Rating provides those who reside or do business within our District a saving as far as insurance. Fire Chief Baker asked if there were any questions. There were no questions.

Chairman Wavle recognized Fire Chief Baker to present Assistant Fire Chief Van Pelt's report in his absence due to a family emergency. Fire Chief Baker presented Assistant Fire Chief Van Pelt's report as written and attached. He reviewed the training, meetings, and Fire Investigations for the month of January 2016. Fire Chief Baker noted an amendment to Assistant Fire Chief Van Pelt's report stating the that Cunningham Road fire was run by A-Shift instead of C-Shift. Fire Chief Baker asked if there were any questions concerning Assistant Fire Chief Van Pelt's report. Secretary Rea asked if they had moved in a direction of whether they were going to use 700 or VHF or UHF as far as the radios go. Fire Chief Baker stated that VHF has been ruled out. Fire Chief Baker stated that they are looking

into the radio situation for all emergency service personnel to be on the same radio frequency. They are leaning towards 700 but no decision has been made. There were no further questions.

Chairman Wavle recognized Fire Marshal Baker's report. Fire Marshal Baker presented his report as written and attached. He reviewed the inspections, training/meetings, and fire prevention measures for the month of January 2016. Fire Marshal Baker stated that the Taylors Fire Department assisted four families by providing and/or installing a total of seven smoke alarms. Fire Marshal Baker asked if there were any questions or comments. Chairman Wavle commented on the fact that Fire Marshal Baker had 94 inspections in a 21-day period. Fire Marshal Baker confirmed that he had 94 inspections however he stated that a good portion of those were inside the Mill. With no further questions or comments, Secretary Rea made a motion to accept the Fire Department Reports as written. Vice Chairman/Treasurer Bowen seconded the motion. The motion carried unanimously.

Chairman Wavle recognized Mrs. Jaime Daniel for the Financial Reports. Mrs. Daniel reviewed the Financial Reports as written and attached. Mrs. Daniel asked if there were any questions. There were none. There being no further discussion, Vice Chairman/Treasurer Bowen moved to accept the Financial Reports as presented. Secretary Rea seconded the motion. The motion carried unanimously.

No new business to discuss.

Chairman Wavle stated that under old business, the Commission Board tabled the discussion from a previous meeting concerning our current Bylaws. Chairman Wavle stated that as he read through the Bylaws, he noted that the document is to be reviewed every two years to verify all information is current. He stated that as the Bylaws are currently written, the Board has the freedom to change the current meeting schedule by way of Resolution. Changes to the Bylaws are not required in order to adjust the meeting schedule. Mr. Wavle stated that the Board currently meets on the second Tuesday of every month at 4:30 pm. He stated that there has been discussion about the fact that reports are given monthly as well as third party vendors are being paid to attend these meetings on a monthly basis. Chairman Wavle stated that the Department Heads manage the day to day business while keeping the Commission Board apprised of any significant issues. The suggestion has been made to meet every other month in order to save both time and money. The issue that was previously discussed concerning expanding the number of members on the Commission Board presents several challenges and is not feasible at this time. After some discussion, Vice Chairman/Treasurer Bowen made a motion to leave the Bylaws as written noting that they have been reviewed. Secretary Rea seconded the motion. The motion carried unanimously. Chairman Wavle brought the Boards attention back to the discussion concerning the meeting schedule. After some discussion, Vice Chairman/Treasurer Bowen made a motion to change the regular scheduled meetings from the second Tuesday of every month at 4:30 pm to the second Tuesday of every other month (even numbered months) at 4:30 pm. Secretary Rea seconded the motion. The motion carried unanimously. Director Bartow made note that that the new schedule will be posted in the newspaper as well as updated on all social media sites.

Continuing with old business from the April meeting, Chairman Wavle recognized Mr. Alex Reynolds on behalf of Taylors Mill for their presentation. Mr. Reynolds handed out a packet and proceeded to summarize the contents of the packet. Mr. Reynolds stated that his request on behalf Taylors Mill is to ask the Commission Board to consider varying the Sewer user fee or restructuring

the Sewer User Fee for the Taylors Mill properties as the sewer usage in that facility does not fit the standard model of what sewer usage in a standard commercial business space would be. Most of the Taylors Mill occupants are not typical businesses. Twenty-five (25) are part time artist studios only occupied a limited amount of time. Ten (10) of the spaces are storage areas that are hardly ever occupied. Two (2) businesses are open to the public and three (3) businesses are private. For all the businesses, there are eighteen (18) working bathrooms in the entire facility. He stated that the sewer user fee of \$4,000 was based off the fact there are forty (40) tenants at \$100 per business. Mr. Reynolds stated that hopefully the Taylors Mill will continue to grow an additional 100+ businesses which would result in a Sewer User Fee upwards of \$15,000. Mr. Reynolds stated that the Mill is happy to support the community however in a startup business such as Taylors Mill, there is great cost associate with working to revitalize a very old structure. In closing, Mr. Reynolds stated that they desire the Board to consider restructuring the Sewer User Fee schedule to help minimize the cost and help facilitate the growth of the Mill. One suggestion was to base the Sewer User Fee on the number of working restrooms but Mr. Reynolds was open to further suggestions by the Board. Chairman Wavle inquired about the number of restroom facilities plus the kitchen facilities. Mr. Reynolds stated that there is only one DHEC certified kitchen in the facility. Chairman Wavle asked about the non-working restrooms in the facility. Mr. Reynolds stated that they had gone through the facility to verify the number of working restrooms. Director Bartow asked about the Brewery that will be opening. She inquired about whether or not they would be a DHEC certified kitchen as well. Mr. Reynolds stated that he believes they would be classified as a Brewpub. Mr. Reynolds said that Greenville County has not given them final approval to begin construction. Director Bartow then asked if the artist had sinks within their allotted space. Mr. Reynolds stated that they have to go to the common restrooms and do not have sinks in their rented spaces. Chairman Wavle used the analogy of an apartment complex. Stating that each unit has their own facilities and there for each one would have a charge. He stated he sees where the confusion exists since several of the Mills' tenants do not have facilities within their rented space and have to use a common area. Chairman Wavle then questioned how the District would know if a current tenant moved out and another tenant moved in that would be using the facilities more. Mr. Reynolds stated that it would be on the drawings before approved. Director Bartow asked if the businesses had business licenses. Chairman Wavle then detailed the revenue streams of the District. He stated that the Millage is paid by every tax payer even if they are not connected to sewer. The Sewer user fee is charged to those only those connected to the system. Mr. Reynolds stated they had no issue with the Millage but wanted the Sewer user fee reconsidered. Ms. Kari Walker clarified that Greenville County does not require a business license but does require a business registration. Fire Marshal Baker confirmed for the Board that there are several tenants that are just renting storage space. Fire Marshal Baker stated that he does not want to keep up with the bathrooms to adhere to the process. Chairman Wavle stated that he appreciated the information provided by Mr. Reynolds. He stated that the District would have to give the issue further thought. Chairman Wavle stated that the ramifications of making an exception for the Mill would have to be investigated. He stated that if you have a rental property, it is assessed the tax whether or not it is occupied. He voiced his concerns that other rental properties would then follow suite should Taylors Mill be given an exception. Chairman Wavle stated he wanted to get Director Bartow's opinion on the matter. Vice Chairman/Treasurer Bowen interrupted and stated that he appreciated the presentation however he felt that the information and request needed to be taken under advisement with a decision to be forth coming that would hopefully benefit both parties. Secretary Rea stated that he believes a recommendation should be made to evaluate the Sewer user fee schedule specific to the Taylors Mill Property in light of the fact that it is a special entity set aside from the general tax base.

Director Bartow asked how the land use was classified and Mr. Reynolds responded that the center portion of the property is classified as a shopping mall. Director Bartow stated that if we could get a list of how the property is classified, we could look into a potential fee structure basis from the classification. Director Bartow then asked who actually owns the property. Mr. Reynolds responded that the property was divided into three separate tax parcels. Mr. Reynolds stated that the business named Taylors Mill Properties is still owned by Mr. Kenneth Walker and encompasses the front thirteen (13) or so acres that starts at the first smoke stack and continues forward to Main Street on the left. The other 63-66 acres is owned by Taylors Mill Development, LLP (majority owner is Caleb Lewis and minority is owner Greg Cotton) and that is the property that is the subject of this discussion. There is a separate company owned by Mr. Paul Oulette that has a separate tax map number and is not included in the Taylors Mill Properties. The Taylors Mill Properties are encompassed within their own tax district (266). Secretary Rea made a motion to recommend/to consider further study on the matter for the consideration of the methods to determine usage of those said sewer facilities. Vice Chairman/Treasurer Bowen seconded the motion. The motion carried unanimously. Chairman Wavle stated that they will look into the matter but that the next meeting would not be for two months. He told them not to wait until then to get the requested information.

There were no announcements.

There being no further business, Vice Chairman/Treasurer Bowen made a motion to adjourn the meeting. Secretary Rea seconded the motion. The motion carried unanimously and the meeting was adjourned at 6:06 pm.



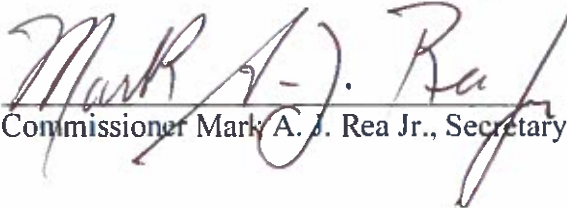
Commissioner Douglas L. Wavle, Chairman



Date Minutes Approved



Commissioner Paul Bowen, Vice Chairman/Treasurer



Commissioner Mark A. J. Rea Jr., Secretary