

# TAYLOR COASTAL WATER & SEWER DISTRICT

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[www.tcwsd.org](http://www.tcwsd.org)

## PROPOSED MINUTES OF REGULAR COMMISSION MEETING

February 23, 2016

1. The meeting was held at the District Building at 3.00 PM on February 23, 2016 present were:
  - a. COMMISSIONERS: Lynn Aibejeris, Troy Thompson, Gennie Malone and Benjye Tuten. commissioners Steven Brown, Nancy Geohagan Joel Singletary were absent.
  - b. TCW&SD STAFF: Diane Carlton, Ron Bennett, David Morgan and Lynette Senter were present.
2. Chairman Aibejeris called the meeting to order and declared a quorum present.
3. Commissioner Malone led in prayer and the Pledge of Allegiance to the Flag.
4. Chairman Aibejeris welcomed guests, Mike Biletzskov of F.J. Nugent and Richard Powell of Powell & Jones Certified Public Accountants.
5. Mike Biletzskov spoke to the Board and apologized for not being able to supply the ordered grinder pumps on a timely basis. The changeover from Water Resources to F.J. Nugent has made the ordering process a little slower but Mike assured the Board that orders will be delivered in a timely manner in the future.
6. Richard Powell discussed the Audit Report for the 10/1/14 to 9/30/15 fiscal year. He stated that the audit went well with no problems and that the District appears to be in a good financial position with our cash reserves increased and our expenses decreased.
7. Waste Water Operator David Morgan addressed the Board concerning his compensation. David feels that the switch to salary with no hourly pay for what he termed "field work" was a financial hardship to him. When the Board questioned him regarding his duties and what he was accomplishing he stated that he was "doing as little as possible" because he was not being paid for work that he did not believe was covered under his operator's salary. After some discussion the Board asked Ron Bennett the Field Supervisor to work with David for two months to try and get the tasks that are outlined in his job description completed.
8. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the January 26, 2016 regular scheduled meeting and requested a motion for approval. **Commissioner Gennie Malone made a motion to accept the October 27, 2015 minutes as presented. Commissioner Benjye Tuten offered a second. Chairman Aibejeris asked for any further discussion. There was none. The motion carried unanimously.**
9. Staff and Committee Reports
  - a. Water Operations - Ronald Bennett reported that water operations are going well. We have had locate requests from the contractor for the bike trail. One water meter has been broken by the construction which resulted in a leak that was repaired quickly.
  - b. Sewer Operations – Ronald Bennett – David has been feeding the plant dog food to keep the "bugs" alive during this slow, cold season.
10. Director's Report – Lynette Senter - Lynette presented January 2016 Directors report. She advised the board that there was nothing out of the ordinary. An opportunity was given for questions, there were none. **Chairman Aibejeris called for a motion to accept the Director's reports for January 2016. A motion was made by Commissioner Troy Thompson to accept the reports. Commissioner Gennie Malone offered a second. Chairman Aibejeris asked if there was any further discussion. There was none. The motion carried unanimously.**
11. Other Assistant Office Manager Items - Lynette advised the commissioners that we will begin billing the customers via a postcard system in March 2016. Lynette also reported that our collection of past due accounts has been going well with no over 30-day past due accounts.

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12. Financial Reports - Diane Carlton Diane presented the January 2016 Profit & Loss Budget Performance along with a total expense report. She reported income for the month was \$40,334.73 which was \$1,364.26 less than the budgeted amount of \$41,698.99. Total expenses for the month were \$22,498.03 which was \$10,911.39 less than the anticipated amount of \$33,409.42. An opportunity was given for questions. There were none. Chairman Aibejeris called for a motion to approve the financial reports as presented. **Commissioner Troy Thompson made a motion to accept the financial reports as presented. Commissioner Gennie Malone offered a second. The Chairman asked for further discussion. There was none. The motion carried unanimously.**

13. Other Office Manager Items – Diane Carlton

- a. The terms for Commissioners Thompson, Aibejeris, Geohagan, and Singletary will end in May 2016. If the Commissioners wish to continue in their offices, the Office will need a letter confirming this. If a Commissioner does not wish to serve, the Office will need notification in time to begin advertising for the position.
- b. The District received a letter from the EPA concerning grant funds requiring a 45% match that are still available for wastewater projects. Ron Bennett will work with Diane on any possible projects.

14. Old Business

- a. The RFQ for Water Improvement Projects has been completed and an ad prepared. A review of the package and the ad was done by both USDA-RD and Mike Smith the Board Attorney. We will be placing the ad in the Perry, Tallahassee and Jacksonville papers with proposals to be received at our March 22, 2016 meeting.
- b. Ron Bennett stated that signs of construction were beginning to appear on the Dark Island Walkway and some of the bridge work was beginning.

15. Closing Remarks Commissioners/Staff - There was none.

16. Motion to Adjourn- **Commissioner Gennie Malone made a motion to adjourn. A second was offered by Commissioner Troy Thompson. The meeting was adjourned at 5:00 p.m.**

**Action Items:**

**Approval of January 26, 2016 board minutes**  
**Approval of Directors Reports for January 2016**  
**Approval of January 2016 Financial Reports**

**BY:**

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**M. Diane Carlton, Recording Secretary**  
**Taylor Coastal Water and Sewer District**