

TAYLOR COASTAL WATER & SEWER DISTRICT

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PROPOSED MINUTES OF REGULAR COMMISSION MEETING

March 22, 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, Nancy Geohagan, Joel Singletary and Steve Brown. Commissioner Benjye Tuten was absent.
 - b. TCW&SD STAFF: Diane Carlton, Ron Bennett, and Lynette Senter were present.
2. Chairman Aibejeris called the meeting to order and declared a quorum present.
3. Commissioner Brown led in prayer and the Pledge of Allegiance to the Flag.
4. The proposals were opened for the Water Improvements RFQ. Proposals were received from Jones Edmonds, Mittauer & Associates, North Florida Professional Services, Inc. and Preble-Rish, Inc. The copies were distributed to the Board Members and staff who will review and meet at 2:00 P.M. for a Board Workshop on Tuesday, April 26, 2016.
5. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the February 23, 2016 regular scheduled meeting and requested a motion for approval. **Commissioner Joel Singletary made a motion to accept the minutes as presented. Commissioner Gennie Malone offered a second. Chairman Aibejeris asked for any further discussion. There was none. The motion carried unanimously.**
6. 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 and one minor break that was quickly repaired. Supervision of the construction will increase over the next few weeks as the bridge work is being completed.
 - b. Sewer Operations – Ronald Bennett – The plant is no longer having to be fed and is working well. We will be changing our grinder pump replacement program from having four pumps a month repaired and returned, we are purchasing two new pumps with 3-year warranties and one repaired pump with a 1-year warranty. There was discussion concerning David Morgan’s attitude and performance towards his job and Mr. Bennett reported that there was much improvement.
7. Director’s Report – Lynette Senter - Lynette presented February 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 February 2016. A motion was made by Commissioner Gennie Malone to accept the reports. Commissioner Nancy Geohagan offered a second. Chairman Aibejeris asked if there was any further discussion. There was none. The motion carried unanimously.**
8. Other Assistant Office Manager Items - Lynette advised the commissioners that we will began billing the customers using a postcard system this month. We also have discovered and corrected software problems related to the late fees that were being left off customer’s accounts. RVS has issued a software fix and also let us know that the online billing process can begin as soon as we get together with the software provider.
9. Financial Reports - Diane Carlton Diane presented the February 2016 Profit & Loss Budget Performance along with a total expense report. She reported income for the month was \$41,610.90 which was \$88.09 less than the budgeted amount of \$41,698.99. Total expenses for the month were \$41,386.91 which was \$1,191.13 more than the anticipated amount of \$40,195.78. An opportunity was given for questions. There were none. Chairman Aibejeris called for a motion to approve the financial reports as presented. **Commissioner Joel Singletary 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.**

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10. Other Office Manager Items – Diane Carlton

- a. The Taylor County Board of Commissioners was meeting and will be reviewing the easement for the grinder pump that will be installed at the new trailhead park.
- b. There was a notice in the paper that Representative Montford has put forward a bill to increase wastewater project funding and mentioned Taylor Coastal Water & Sewer District. Commissioner Singletary suggested that we contact Montford's office for more information.

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

12. Motion to Adjourn- **Commissioner Gennie Malone made a motion to adjourn. A second was offered by Commissioner Nancy Geohagan. The meeting was adjourned at 4:40 p.m.**

Action Items:

Approval of February 23, 2016 board minutes

Approval of Directors Reports for February 2016

Approval of February 2016 Financial Reports

BY:

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