

TAYLOR COASTAL WATER & SEWER DISTRICT

18820 BEACH ROAD
PERRY, FLORIDA 32348
Phone/Fax: (850) 578-3043

www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

January 26, 2016

1. The meeting was held at the District Building at 3.00 PM on January 26, 2016 present were:
 - a. COMMISSIONERS: Lynn Aibejeris, Steven Brown, Gennie Malone, Nancy Geohagan, Benje Tuten and Joel Singletary. Commissioner Troy Thompson was 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, Victoria Messina, Richard Ejjer and Bill Millikin of Water Resource Technology. She advised that Richard Powell of Powell & Jones Certified Public Accountants had canceled his attendance for tonight and rescheduled for next month. Mike Biletzskov of F.J. Nugent was also welcomed. His company is the new E-One Grinder Pump vendor in Florida.
3. Victoria Messina requested that all in attendance were welcome to come outside where a demonstration on the flygt grinder pump would be demonstrated. She requested that the commissioners consider changing from the E-One pumps that were designed for our sewer system to the Flygt pump. She added that Water Resources Technology is no longer a vendor for the E-One pumps. After observing the demonstration, Victoria opened the floor for comments or questions. There was some discussion and a request for the company to allow us to test one of the pumps. The board thanked her and her staff for the information and demonstration and advised her that Ron Bennett, our field supervisor would be in touch with her after further discussion with the board and upon review of the cost to convert.
4. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the October 27, 2015 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 Steve Brown offered a second. Chairman Aibejeris for any further discussion. There was none. The motion carried unanimously.**
5. 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 but otherwise things are slow at this time of the year. .
 - b. Sewer Operations – Ronald Bennett – We have been feeding the plant dog food to keep the “bugs” alive during this slow, cold season. He also mentioned that the fence that was constructed around the spray field has done its job we are not having the hog problems we have had in the past. The sewer staff has been also doing locates for the trail walk construction.
6. Director’s Report – Lynette Senter - Lynette presented October, November and December 2015 Directors reports. She advised the board that there was nothing out of the ordinary for the 3rd quarter of 2015. An opportunity was given for questions, there were none. **Chairman Aibejeris called for a motion to accept the Director’s reports for October, November and December 2015. A motion was made by Commissioner Joel Singletary 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.**
7. Other Assistant Office Manager Items - Lynette advised the commissioners that we will begin billing the customers via a postcard system. This will eliminate the cost of second envelopes as well as drop our postage costs. In addition, we are still in line with RVS regarding online billing systems. RVS has a backlog of requests and are working on a first come first serviced basis.
8. Financial Reports-Diane Carlton Diane presented an October through December 2015 quarterly Profit & Loss Budget Performance along with a total expense report. She reported income for the quarter was \$124,830.42 which is \$266.55 less

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 2 of 2

than the budgeted amount of \$125,099.7. Total expenses for the quarter were 91,225.89 which is \$6,145.75 less than the anticipated amount of \$97,371.64. The expense breakdown for the quarter was presented indicating that a \$1,500.00 expense was paid in the repair/maintenance for sewer to Ron's electrical service for work needed to be done on outlets that were corroded at the wastewater plant. A copy of the Balance sheet for the period ending 12/31/15 was provided to the commissioners. Copies of the three (3) 2015 annual loan statements were also provided. An opportunity was given for questions. There were none. Chairman Aibejeris called for a motion to approve the financial reports as presented. **Commissioner Steve Brown 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.**

9. Other Office Manager Items – Diane Carlton- 1. The board was advised that the employee insurance stipends are now taxable and for future reference you may want to consider increasing the stipend amount. 2. March 22, 2016 is World Save Water Day, one t-shirt for each employee has been ordered to wear on that day. 3. Taylor County has set up the water service account for the new park associated with the tail walk project. Dustin Hinkle, Taylor County Administrator requested that we receive a credit of \$1,000.00 on the Florida Retirement Loan from Taylor County for past retirement owed to the state for our employees. I agreed and the account has been established and will be coordinated with the construction company for the installation of the water and sewer service. The FRS loan balance is now \$9,153.57 after the credit of \$1,000.00. We will continue to make monthly \$200.00 per month payments. 4. A copy of a proposed bill to be heard in the legislature was given to the commissioners and request make to make contacts if you know anyone that could help with the non-approval of this request since it would be very costly to the District to provide what is proposed for special district's web sites. 5. A copy of printed reading material concerning boards for both not for profit and for profit was provided to the commissioners for their reading.
10. New Business - Diane Carlton presented the board with a copy of the 2016 IRS standard mileage rate for business effective January 1, 2016 advising commissioners that the rate has dropped from \$0.575 to \$0.54. She requested that the board consider adopting the lower rate for mileage reimbursement to employees who use their vehicles for district business. **Chairman Aibejeris asked if there was a motion to accept the proposed mileage rate as presented. Commissioner Nancy Geoghagan made a motion for the district to reduce the reimbursement mileage rate to \$.54 cents per mile. A second was offered by Commissioner Gennie Malone. Chairman Aibejeris asked for further discussion. There was none. The motion carried unanimously.** The District's banking information needs to be updated and we need to remove former Commissioner Jim Poppell's name from the list of approved check signers. **Chairman Aibejeris asked if there was a motion to accept to remove Mr. Poppell's name. Commissioner Nancy Geoghagan made a motion to remove Commissioner Poppell from the approved check signers list and not add any additional people. A second was offered by Commissioner Gennie Malone. Chairman Aibejeris asked for further discussion. There was none. The motion carried unanimously.**
11. Old Business - Updates on DOT/Keaton Beach to Dark Island Walkway – Ron Bennett. Ron reported that the construction start date was January 4, 2016. He has not observed construction starting as of yet, but hopes that we will begin to see that in the near future.
12. Closing Remarks Commissioners/Staff - There was none.
13. Motion to Adjourn- **Commissioner Gennie Malone made a motion to adjourn. A second was offered by Commissioner Joel Singletary. The meeting was adjourned at 5:30 p.m.**

Action Items:

Approval of October 27, 2015 board minutes

Approval of Directors Reports for September, October and November 2015

Approval of September, October and November 2015 Financial Reports

Approval of New IRS Mileage Reimbursement Rates

Approval of Removal of Jim Poppell from Check Signer's list and not add any additional signers

BY:

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