

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

December 13, 2016 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on December 13, 2016 present were:
COMMISSIONERS: Lynn Aibejeris, Steve Brown, Nancy Geohagan, Gennie Malone and Benjye Tuten.
TCW&SD STAFF present were: Ronald Bennett, Diane Carlton and Lynette Senter.
Chairman Aibejeris called the meeting to order at 3:00 p.m. and declared a quorum present.
2. Commissioner Steve Brown led in prayer and the pledge of allegiance to the flag.
3. Chairman Aibejeris welcomed guests Debbie Preble of Preble-Rish Engineering, Debbie Casey, a customer of the district who was in attendance to discuss water and sewer services to Lindsey Island Kingfisher, LLC, a property that she and her brother Bishop Clark own that is in the districts' service area. Glenn Senter, local realtor and spouse of employee Lynette Senter was also present. Chairman Aibejeris asked if anyone had any non-agendaed items to discuss. Debbie Preble requested to update the commission board on the progress of the water improvement grant application.

Debbie Preble addressed the board in regard to the progress of the water improvement grant funding application and engineering report. She reported that Chairman Aibejeris has signed all of the documents that are required. Preble Rish's new employee Felicity Appel will be working with Ron and Diane to get the package completed and sent to USDA. Debbie advised the board that state statues have changed effective February 2017 and not only sewer but water funding will be allowed. She plans to put in an application for water conservation funding for the district due to the fact that the district does a lot of water flushing at this time. She also reminded the commissioners and Ron that it would be an advantage to the district to apply for both water and sewer funding at the same time if the district has any sewer needs. The advantage would be less cost and low interest rates. She reported that she had made electronic copies of the Districts maps and will return the hard copies of the maps and the electronic file to the office in January 2017. She asked if anyone had any questions. There were none.

4. Debbie Casey addressed the board in regard to costs and approval of three (3) water and sewer service accounts to a parcel of land that she jointly owns with Bishop Clark, Jr. (titled in Lindsey Island Kingfisher, LLC on the Taylor County property appraiser's web site). She advised she has already sold a portion of the property and that person, herself and Bishop would need services. She and the new owner of the sold parcel wanted to receive service now but Bishop was not ready for service. She also requested that the board allow her to employ Ronald Bennett, the district's employee to construct the personal lines to these properties. She would enter into a contract with him as an individual not as a district employee.
Office Manager Diane Carlton addressed the board in reference to district policy that was approved November 27, 2006. The policy of the district states the customer will be charged \$10,000.00 for sewer service to a newly created lot and \$3,000.00 for water service to a newly created lot. Diane requested that the board consider amending the policy to reflect today's cost for a grinder pump installation. She advised that this needed to state that a charge of installing a sewer connection box would be charged to the customer. The policy should also include sewer/water line installation only if there are no existing lines adjacent to the property. The estimated cost for that would need to be absorbed by the customer along with today's cost of a grinder pump installation of \$5,500.00. She advised that Ms Casey be required to provide a survey of all properties involved and that she and her brother would need to split the property prior to the district accepting monies and an agreement from her.
Chairman Aibejeris asked if there was a motion for amending the sewer policy or if there was any other discussion. Commissioner Nancy Geohagan made a motion to amend the policy to reflect today's cost of \$5,500.00 plus the cost of installing a sewer connection box. Commissioner Geohagan stated that the district approve Ronald Bennett entering into a individual contract with Ms Casey to construct her water and sewer lines on the properties and that Mr. Bennett cannot use any of the District's material or equipment. He must also perform the contract on his own time and not during regular normal working hours. Commissioner Gennie Malone offered a second. The chairman asked for further discussion. There was none. The motion was unanimously approved.

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5. Election of Officers for Fiscal Year October 2016 to September 2017
 - a. Election of Chairman
 - b. Election of Vice Chairman
 - c. Election of Secretary

Chairman Aibejeris opened the floor for nomination of the Chairman. **Commissioner Nancy Geohagan offered a motion to retain the same officers of the previous year; Lynn Aibejeris for Chairman, Gennie Malone for Vice-Chairman and Diane Carlton for Board Secretary. Commissioner Benjye Tuten offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion was unanimously approved.**

6. **Approval of the Minutes for the regular commission meeting October 25, 2016.** -Chairman Aibejeris asked if everyone had reviewed the minutes of the meeting and if there was a motion to accept. **Commissioner Nancy Geohagan made a motion to accept the minutes as written pointing out a grammar and punctuation error that needed to be corrected in section g. Financial Reports. Commissioner Gennie Malone offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion carried unanimously.**

7. **Staff and Committee Reports**

a. Water Operations-Ronald Bennett Ronald reported the water department was running smooth. Usage is down due to the season so he is doing a lot more line flushing. There were no questions from the commissioners.

b. Sewer Operations-Ronald Bennett-Ronald reported that Sewer Department is still having daily reports of failing grinder pumps and this probably will continue as the season changes.

c. Director Report-Lynette Senter-Lynette reported Water and Sewer sales for October and November 2016. October sales were \$41,672.27 with 476 active accounts. November sales were \$ 42,722.37 with 476 active accounts. There were not any accounts past due over 30 days in either month. The adjustments for the month of October totaled \$617.94 and November adjustment was \$287.05. She asked if there were questions. There were none. **Chairman Aibejeris asked for a motion to accept the report. Commissioner Gennie Malone made a motion to accept the Director's Report as presented. Commissioner Nancy Geohagan offered a second. Chairman Aibejeris called for further discussion. There was none. The motion passed unanimously.**

d. Other Assistant office Manager Items-Lynette Senter-Nothing was reported.

e. Financial Reports -Diane Carlton - Diane reported that sales for the month of October 2016 were \$44,672.27. Normal monthly expenses were \$32,163.65, Hurricane Hermine expenses were 54,609.65 and GP installation expenses was \$2,800.00. The Hermine and grinder pump installation expenses are not budgeted for. Therefore net income for the month was \$35,155.13 which includes \$11 000.00 in grinder pump sales and \$11,645.00 received from C.W. Roberts Construction on the monies owed to the district to oversee the Keaton Beach-Dark Island Path project in reference to our water and sewer lines and install water and sewer service to the parking lot bathroom across the road from the Keaton Beach boat ramp. Diane reported that sales for the month of November 2016 were \$44,722.37, regular expenses were \$20491.41. Hermine expenses were \$20,325.19 which resulted in a net income of \$35,740.75. She asked if anyone had questions. There was none. Chairman Aibejeris called for a motion to accept the Financial Report as given. **Commissioner Nancy Geohagan made a motion to accept the Financial Reports as given. Commissioner Steve Brown offered a second. Chairman Aibejeris called for further discussion. There was none. The motion carried unanimously.**

f. Other Office Manager Items-Diane Carlton- Diane reported that the District office had a fire scare on December 7, 2016. The air conditioner unit shorted out. There was smoke and electrical fire odor. The office had to be closed for the rest of the day. The Taylor County Fire Service responded to our 911 call in a timely and professional manner. Cost for the repair to unit is estimated to be \$300.00 to \$400.00.

8. **New Business**

a. Approve 2017 Board Meeting Calendar- Office staff presented the 2017 year board meeting calendar for approval. **Commissioner Nancy Geohagen offered a motion to approve the calendar as presented. Commissioner Gennie Malone offered a second. Chairman Aibejeris asked for further discussion there was none. The motion carried unanimously.**

b. Consider Wage Increase per District Policy 2010-1 District policy states that the commission can approve a cost of living pay increase based on the Government Social Security cost of living adjustment. This year

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that is 0.3%. **Commissioner Gennie Malone made a motion that the board approve the 0.3% increase. Commissioner Tuten offered a second. The motion was approved unanimously.**

- c. Review IRS Mileage reimbursement Rate for Mileage reimbursement.** - The IRS mileage reimbursement rate for 2017 is 53.5 cents per mile which is a decrease of .5 cents from 2016. **Commissioner Nancy Geohagan made a motion to accept the decreased rate of \$ 0.53.5 for the 2017 mileage reimbursement. Commissioner Gennie Malone offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion was unanimously approved.**

9. Old Business

- a.** Update on Hurricane Hermine repairs, expenses and Public Assistance from FEMA and the State of Florida – Diane Carlton -Diane reported that they are still completing paper-work and gathering information so the request for assistance can be submitted. Ron reported he is still continuing to have grinder-pump failures.
- b.** Update o EPA Grant # XP 00D45516 Congressionally Mandate Project (Waste Water Equipment Purchase) Diane reported that she has requested an extension for reimbursement requests until December 2017. This is due to all the monies the District has spent due to Hurricane Hermine damage. We just do not have the monies to purchase and then wait on reimburse of 55% from EPA right now.

- 10. Closing remarks Commissioner/Staff - Commissioner Nancy Geohagan made a motion that the board consider giving a \$100.00 Christmas bonus to all employees. She stated that each one had worked so hard this year especially due to Hurricane Hermine. Commissioner Tuten offered a second. Chairman Aibejeris asked for further discussion. The motion was unanimously approved.**

- 11. Chairman Aibejeris requested a Motion to Adjourn. Commissioner Gennie Malone made a motion to adjourn the meeting. Commissioner Nancy Geohagan offered a second. The meeting was adjourned at 4:45 p.m.**

Board Actions:

1. Approval of the minutes of the October 25, 2016 board meeting.
2. Approve the October 2016 and November 2016 Directors Report.
3. Approve the October 2016 and November 2016 Financial Reports
4. Approve 2017 board meeting calendar
6. Approve cost of living wage increase for all employees in the amount of 0.3%.
7. Approve IRS mileage rate of 53.5% effective January 1, 2017.
8. Approve a \$100.00 Christmas bonus for all employees.

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

