

Melbourne-Tillman Water Control District



Board Agenda

Melbourne-Tillman Water Control District

MEETING OF THE BOARD OF DIRECTORS

TUESDAY, FEBRUARY 24, 2026

9:00 AM



Call to Order

Philip Weinberg, President

Pledge of Allegiance

Philip Weinberg, President

Roll Call

Lisa Blackett

Board Members:

Joseph Hale, Vice President (Palm Bay September 30, 2028)

Brant Hoffman (Brevard County September 30, 2028)

Don Jordan, (Palm Bay September 30, 2026)

Scott Morgan, (West Melbourne September 30, 2027)

Drew Powshok (Brevard County September 30, 2028)

Philip Weinberg (City of Palm Bay September 30, 2027)

Jay Woltering (Brevard County September 30, 2028)

District Attorney: Jim Beadle

Secretary/Treasurer: Lisa Blackett

District Manager: Rick Nipper

Recognition of Guests

Mike McCabe, District Engineer

Bo Rainbolt, Assistant Manager/ Operations

Ryan Courech, Meridian Homes

Announcements

- Extend congratulations to Talvin Durant, District Mower Operator IV, who reached 20 years of employment with the District on January 2, 2026 and to Elaine Robbins, Administrative Assistant, who reached 5-years of employment with the District on February 8, 2026.

Public Comments

Presentations

- Ryan Courech, Meridian Homes, request to appeal permitting fees (Attachment 1)

Regular Business

- Approval of the minutes of the October 28, 2025 MTWCD Board of Director's Meeting (Attachment 2)*
- Approval of the operating statement through October 31, 2025 (Attachment 3)*

Melbourne-Tillman Water Control District

MEETING OF THE BOARD OF DIRECTORS

TUESDAY, DECEMBER 2, 2025

9:00 AM

- Approval of the Minutes from the February 3, 2026 Special Meeting (Attachment 4)
- Approval of the Operating Statement through January 31, 2026 (Attachment 5)

New Business

- Modifications to MTWCD Policy P232 Leave (Attachment 6)*
- The annual review of Corcoran Partners Contract for Services (Attachment 7)*
- The District Managers Annual Review

Old Business

- None

Budget

- Request for approval to transfer \$15,000 from Account #5450000, Insurance to Account #5462800 Maintenance Agreements to cover the unforeseen increased cost of the District's IT Maintenance & Support.

Staff Reports

- District Manager's Report, Rick Nipper
- Engineer's Report, Mike McCabe
- Assistant Manager/Operations Report, Bo Rainbolt
- Attorney's Report, Jim Beadle
- Secretary/Treasurer's Report, Lisa Blackett

Closing

- Meeting Schedule – The next Board Meeting is scheduled for Tuesday April 28, 2026 at 9:00 am in the City of West Melbourne Council Chambers.

- Board Member Reports

Joe Hale

Brant Hoffman

Don Jordan

Scott Morgan

Drew Powshok

Jay Woltering

Phil Weinberg

- Adjourn

*Indicates agenda item from December 2, 2025 Board Meeting that was not held due to lack of a quorum.

Pursuant to Section 286-0105, FSS, if an individual decides to appeal any decision made by the Melbourne-Tillman Water Control District Board of Directors with respect to any matter considered at this meeting, a verbatim transcript of the proceedings may be required and the individual will need to ensure that a verbatim transcript of the proceedings is made,

In accordance with the Americans with Disabilities Act and Section 286.26, FSS, persons needing special accommodations for this meeting shall within reasonable time, prior to this meeting, contact the Office of the Secretary to the Board of Directors, (321)-723-7233.

Attachment

1



MELBOURNE-TILLMAN WATER CONTROL DISTRICT

5990 Minton Road, Palm Bay, Florida 32907

321-723-7233

Fax 321-725-5933

MEMORANDUM

TO: Rick Nipper, District Manager

FROM: Michael E. McCabe, District Engineer //

SUBJECT: Temporary Access Use without permit (MCH Construction, LLC)

DATE: February 11, 2026

On December 10, 2025, Operations Manager Bo Rainbolt discovered damage to Canal C-14 at the crossing with Fitchburg Street SW. Damage includes the maintenance berm along with sediment deposited in canal bottom upstream of the culvert crossing Fitchburg Street SW. Review of photographs, provided by Mr. Rainbolt, identifies loss of vegetation and tire tracks on maintenance berm, including the deposited sediment in canal bottom.

The damage involved the construction of four single-family residences, two on each side of the canal. 2505 and 2515 Hagoplan Avenue SW along with 2504 and 2514 Harbison Avenue SW are identified on the Brevard County Property Appraiser's site being owned by A and R Meridian Real Estate Development, LLC in Maitland Florida. A phone call to this company, with a follow-up email, explaining the policy and restoration requirements, was forwarded to the builder, MCH Construction, LLC. The City of Palm Bay was included in the correspondence to hold issuance of Certificate of Occupancy until application and fees were received along with approval by the Board of Directors.

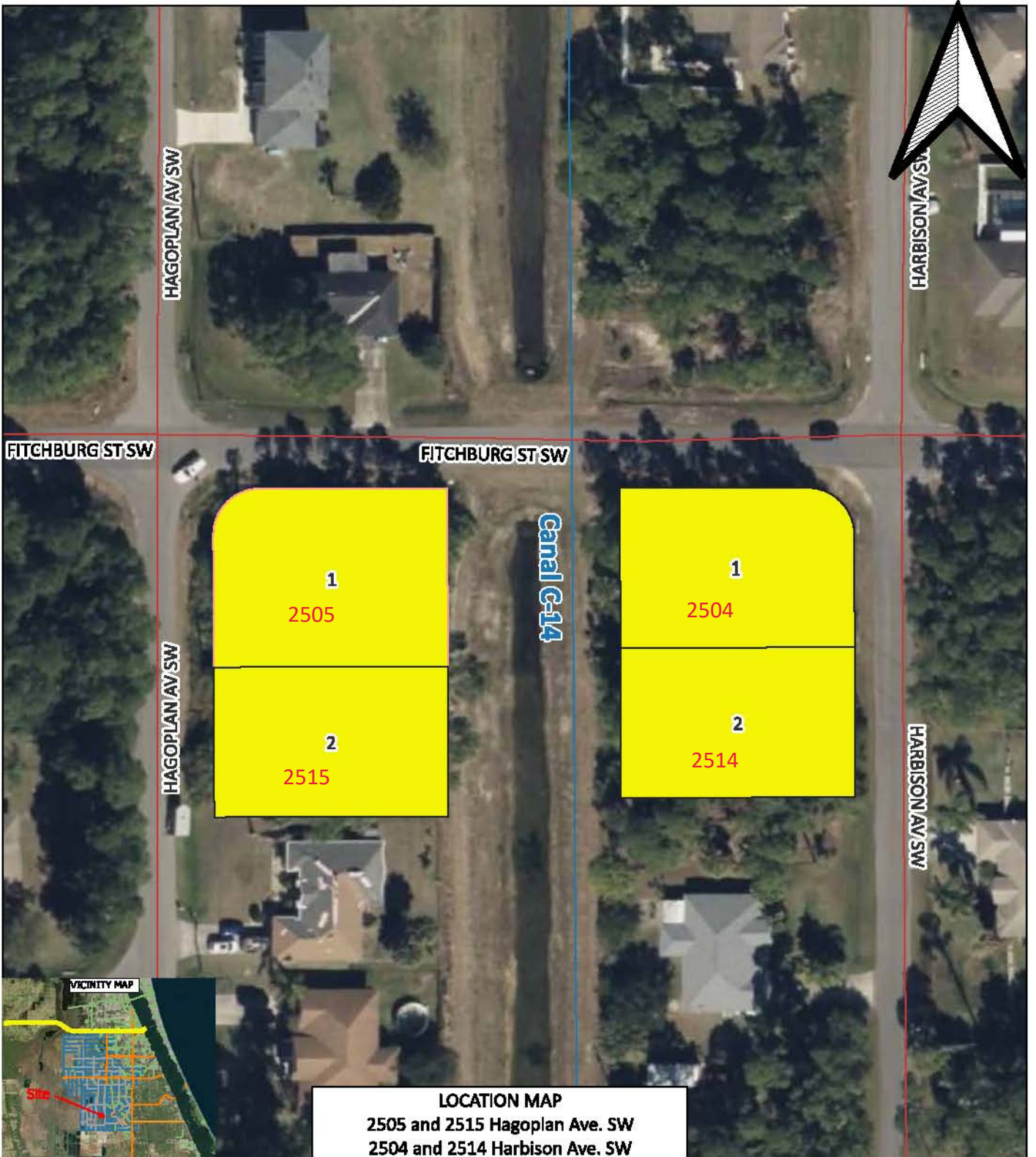
Application for permit and along with payment for processing, \$250 for each lot were received on December 23, 2025. Restoration was completed, inspected, and accepted on January 13, 2026. Payment for half of the temporary access fee, \$15/Linear Foot, was received on January 27, 2026 was received for each lot as identified below:

Address	Lot length (LF)	Fee	Total Amount
2505 Hagoplan Ave. SW	95	\$15	\$1,425.00
2515 Hagoplan Ave. SW	80	\$15	\$1,200.00
2504 Harbison Ave. SW	85.33	\$15	\$1,279.95
2514 Harbison Ave. SW	80	\$15	\$1,200.00

Notification to the City of Palm Bay, to release hold for issuance of Certificate of Occupancy, occurred same day as payment.

If you have any questions, I'm available to provide guidance.

w/attachments



LOCATION MAP
2505 and 2515 Hagoplan Ave. SW
2504 and 2514 Harbison Ave. SW

MCH Construction unpermitted access and damage to MTWCD Canal C-14



MCH Construction unpermitted access and damage to MTWCD Canal C-14



MCH Construction C-14 restoration of maintenance berm



Looking south from Fitchburg Street



Looking east at Fitchburg Street, damage from others

MCH Construction C-14 restoration of maintenance berm



Looking south along east maintenance berm, seed sprouting



Seed existing, has not sprouted

2 of 4

January 13, 2026

MCH Construction C-14 restoration of maintenance berm



Looking south along east maintenance berm, seed germination



Looking south along west maintenance berm, seed germination, damage by others



Looking south along west maintenance berm, seed germination



Looking south along west maintenance road, seed germination, damage by others

Attachment

2

MELBOURNE-TILLMAN WATER CONTROL DISTRICT

MINUTES

October 28, 2025

CALL TO ORDER

The regular scheduled meeting of the Melbourne-Tillman Water Control District (MTWCD) Board of Directors was called to order by Phil Weinberg, President on Tuesday, October 28, 2025 at 9:00 AM in the City of West Melbourne Council Chambers, Veterans Memorial Complex, 2285 Minton Road, West Melbourne, Florida.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was recited by all present.

ROLL CALL

The following Board Members were present:

Joe Hale, Vice President
Brant Hoffman
Scott Morgan
Don Jordan, arrived at 9:11 am
Drew Powshok
Jay Woltering
Philip Weinberg, President

Also present:

Rick Nipper, District Manager
Lisa Blackett, Secretary/Treasurer
Jim Beadle, District Attorney

RECOGNITION OF GUESTS/VISITORS/STAFF

Mike McCabe, District Engineer
Bo Rainbolt, Assistant Manager of Operations
Jim Trauger, Trauger Consulting
Courtney Barker, Local Land Co. FL

ANNOUNCEMENTS

The District Manager announced Drew Powshok and Brant Hoffman were reappointed to the Board by the Brevard County Commission with terms ending September 30, 2028. Joe Hale was reappointed by the City of Palm Bay, his also expiring on September 30, 2028. The Manager added that Jay Woltering was tentatively appointed but did not vote at the meeting pending formal approval by the Brevard County Commissioners at its October 28, 2025 meeting.

The Manager announced the District's 2025/2026 Budget was approved at the Brevard County Commission public hearing on September 10, 2025.

The Manager announced the District's annual inventory count was completed by Board Scott Morgan and no discrepancies were found.

PUBLIC COMMENTS

None

PRESENTATIONS

The District Manager presented Board Member Joe Hale an award from the Palm Bay City Council recognizing his 5 years of service on the Melbourne Tillman Board of Directors.

The President presented a proclamation to designate October 28, 2025 as National First Responders Day in tribute to Public Works employees and all other first responders.

Courtney Barker, Local Land Company Florida (Orlando) presented a townhome development proposal for West Melbourne and provided a packet showing that the MTWCD Canal C-85 bisects the property with portions of the canal located on the property rather than within the District Right of way. She requested the District vacate a portion of the Right of way to allow installation of a piped section and they would grant an easement for District access and designate maintenance responsibility to the future Coastal Crossings HOA. Ms. Barker proposed realigning C-85 to improve District maintenance access, acknowledged the District's ownership interest and offered compensations for any vacated right of way, noting that without realignment title issues could impede home sales. She introduced Jim Trauger as the project engineer and volunteered that her company would prepare all legal descriptions, easements and required documentation. The District Manager recalled the Ms. Fulcher had previously identified the canal's mis-location on her property and he added staff supports the concept pending approval from the District Attorney. The District Attorney advised the District's Special Act requires notice to the public to in order to relinquish title. Board members expressed conditional support: Board President and Scott Morgan supported the concept subject to legal requirements; Joe Hale was advised amended legislation permits disposition of District property; Drew Powshok and the District Engineer clarified that District maintenance responsibility begins at the end of the proposed pipe area and extends south, and the District Engineer noted drainage to the north is collected in a pond owned by Brevard County. Jay Woltering and Drew Powshok indicated agreement with the concept. No action was taken because the required public notice had not been given.

REGULAR BUSINESS

The President presented the minutes from the August 26, 2025 Board meeting for approval. Scott Morgan **motioned to approve the Minutes from the August 26, 2025 Board Meeting**. Drew Powshok **seconded the motion**. The Board **voted 6-0 to approve the motion, with Jay Woltering abstaining**.

The President presented the Operating Statement through July 31, 2025 for Board approval. Joe Hale **motioned to approve the Operating Statement through September 30, 2025**. Drew Powshok **seconded the motion**. The Board **voted 6-0 to approve the motion, with Jay Woltering abstaining**.

NEW BUSINESS

The President presented the annual election of the Board Officers, President, Vice President, Secretary/Treasurer and District Attorney). Drew Powshok **motioned to nominate Philip Weinberg as President**. Joe Hale **seconded the motion**. The Board **voted 6-0 to approve the motion, with Jay Woltering abstaining**.

Drew Powshok **motioned to nominate Joe Hale as Vice President**. Brant Hoffman **seconded the motion**. The Board **voted 6-0 to approve the motion, with Jay Woltering abstaining**.

Drew Powshok **motioned to nominate Lisa Blackett as Secretary/Treasurer**. Joe Hale **seconded the motion**. The Board **voted 6-0 to approve the motion, with Jay Woltering abstaining**.

Drew Powshok **motioned to nominate Jim Beadle as District Attorney**. Don Jordan **seconded the motion**. The Board **voted 6-0 to approve the motion, with Jay Woltering abstaining**.

OLD BUSINESS

The District Manager reported that he, the Board President and a representative from the Cocoran Group met with every member of the local delegation and the Brevard County Commission to explain the District's user fee is not a tax and to outline the District's financial challenges. He advised the Brevard County Commission adopted a resolution supporting the District's legislation and the Brevard County Delegation voted to advance the legislation in session. The District Manager thanked the Board President for his support. Joe Hale commended their efforts saying both had done an outstanding job advocating for the Board.

MANAGER'S REPORT

The District Manager reported despite the large amount of rain the modified protocols at the MS-1 worked well. He advised that the cooperation with Bill Watkinson, City of Palm Bay was instrumental in assisting with the issues in the northwestern part of the city at Jupiter Blvd and provided updates to both the Manager and the Engineer.

He advised the Board to reserve December 18, 2025 as the annual Christmas Party with details to be provided at the December 2, 2025 meeting.

ENGINEER'S REPORT

The District Engineer did not have anything to report.

ASSISTANT MANAGER/OPERATIONS REPORT

The Assistant Manager/Operations reported standard operations and that he is in the process of receiving the bids for the Board approved purchase of a new flat mower. He added the spray crew are moving ahead of the mowers and the heavy equipment group is completed washout repairs. He added once the washouts throughout the District are repaired, they will move to C-77 to fix a wash out and to remove a large sandbar.

The Assistant Manager/Operations reported that the harvester appears to be at the end of its' useful life, but staff is exploring all options. Jay Woltering asked what repairs needed to make the harvester to be operational. The Assistant Manager/Operations said the largest repair would be replacement pontoons, at a minimum cost of \$14,000. Mr. Woltering suggested stainless pontoons for greater longevity. The Manager reminded the Board that a staffing shortage to operate the harvester is also a factor in evaluating next steps.

ATTORNEY'S REPORT

None

SECRETARY/TREASURER'S REPORT

The Secretary/Treasurer reported that the audit for the FY 2024/2025 was underway with one work day completed and a second scheduled in December. She advised the FEMA check for \$80,450 has not yet been received but has been approved for payment and progress has been made in the administrative cost project.

CLOSING

The President stated that the next Board meeting would be Tuesday, December 2, 2025 at 9:00 AM in the City of West Melbourne Council Chambers, Veterans Memorial Complex, 2285 Minton Road, West Melbourne, Florida.

DIRECTOR'S REPORTS

Joe Hale – Advised the Assistant Manager/Operations that Brevard County will be running a benchmark for survey down the Parkway. He thanked Scott Morgan for conducting the inventory on behalf of the Board. He thanked the District Engineer for spearheading the proclamation for the first responders.

Brant Hoffman – none

Scott Morgan – none

Don Jordan – none

Drew Powshok – none

Jay Woltering – none

Phil Weinberg –. He thanked Scott Morgan for conducting the inventory and thank the District Manager for attending the meetings to promote the legislation.

ADJOURN

Phil Weinberg, President adjourned the meeting at 9:34 am.

Respectfully,

Lisa Blackett

Secretary

Board of Directors

Attachment

3



MELBOURNE-TILLMAN WATER CONTROL DISTRICT

Operating Statement Through October 31, 2025

	Actual \$	FY 2025/2026	Approved Budget	FY 2025/2026	Over/Under	Percentage
	To Date	Approved Budget	Adjustment	Modified Budget	Budget	Budget
Revenue						
User Fees	\$ -	\$ 2,350,583		\$ 2,350,583	\$ (2,350,583)	0%
Permits	\$ 5,078	\$ 50,000		\$ 50,000	\$ (44,922)	10%
Miscellaneous Income	\$ 16,140	\$ 140,000		\$ 140,000	\$ (123,860)	12%
Other Income	\$ -	\$ -	2		\$ -	
	\$ 21,218	\$ 2,540,583	\$ -	\$ 2,540,583	\$ (2,519,365)	1%
Balance Forward Operating		\$ 2,368,989		\$ 2,368,989	\$ (2,368,989)	0%
TOTAL REVENUE	\$ 21,218	\$ 4,909,572	\$ -	\$ 4,909,572	\$ 4,888,354	0%
Expenses						
Salaries	\$ 128,537	\$ 1,273,290		\$ 1,273,290	\$ 1,144,753	10%
Health Insurance	\$ 22,759	\$ 303,571		\$ 303,571	\$ 280,812	7%
Retirement	\$ 18,034	\$ 253,250		\$ 253,250	\$ 235,216	7%
FICA/Medicare	\$ 9,562	\$ 97,407		\$ 97,407	\$ 87,845	10%
Workers' Comp	\$ 17,511	\$ 25,000		\$ 25,000	\$ 7,489	70%
SALARY & BENEFITS	\$ 196,403	\$ 1,952,518	\$ -	\$ 1,952,518	\$ 1,756,115	10%
Professional Services	\$ 7,900	\$ 56,200		\$ 56,200	\$ 48,300	14%
Contract Services	\$ 722	\$ 8,500		\$ 8,500	\$ 7,778	8%
Travel	\$ -	\$ 2,000		\$ 2,000	\$ 2,000	0%
Communications	\$ 313	\$ 10,450		\$ 10,450	\$ 10,137	3%
Utilities	\$ 591	\$ 9,000		\$ 9,000	\$ 8,409	7%
Rentals	\$ -	\$ 1,000		\$ 1,000	\$ 1,000	0%
Liability Insurance	\$ 144,459	\$ 162,713		\$ 162,713	\$ 18,254	89%
Repair & Maintenance	\$ 6,538	\$ 146,000		\$ 146,000	\$ 139,462	4%
Current Charges	\$ 263	\$ 65,500		\$ 65,500	\$ 65,238	0%
Office Supplies	\$ 153	\$ 5,000		\$ 5,000	\$ 4,847	3%
Operating Supplies	\$ 9,950	\$ 185,000		\$ 235,000	\$ 225,050	4%
Books & Training	\$ 5	\$ 15,500		\$ 15,500	\$ 15,495	0%
Restricted Reserves	\$ -	\$ 1,767,191		\$ 1,767,191	\$ 1,767,191	
OPERATIONS	\$ 170,894	\$ 2,434,054		\$ 2,434,054	\$ 2,263,160	7%
Improvements Other than Buildings	\$ 3,856	\$ 75,000		\$ 75,000	\$ 71,144	5%
Machinery	\$ -	\$ 440,000		\$ 440,000	\$ 440,000	0%
Computer Equipment	\$ -	\$ 7,500		\$ 7,500	\$ 7,500	0%
Computer Software	\$ -	\$ 500		\$ 500	\$ 500	0%
CAPITAL OUTLAY	\$ 3,856	\$ 523,000		\$ 523,000	\$ 519,144	1%
TOTAL EXPENSE	\$ 371,153	\$ 4,909,572		\$ 4,909,572	\$ 4,538,419	8%

Legal, Drug Testing, Accounting & Court Reporting, Engineering Testing, Miscellaneous Professional Services
 Uniforms, Garbage Service
 Travel
 Postage, Telephone Service
 Utility, Solid Waste Assessment
 Rentals
 Insurance
 Repair & Maintenance Service, Repair & Maintenance Supplies, Auto & Equipment Parts, Maintenance Agreements
 Tax Collector, Bank Fees, Lic & Permits, Advertising, Unemployment
 Office Supplies
 Operating Supplies, Fuel, Gas & Oil, Aquatics
 Books, Pubs., Memberships, Training Costs

\$2000 from #5640300 Computer Software to #5540000 Books, Pubs, Subs & Memberships to reclassify software based subscription expenditures from capital account to operating account expense account.

Attachment

4

MELBOURNE-TILLMAN WATER CONTROL DISTRICT

SPECIAL MEETING

MINUTES

February 3, 2026

CALL TO ORDER

The SPECIAL meeting of the Melbourne-Tillman Water Control District (MTWCD) Board of Directors was called to order by Phil Weinberg, President on Tuesday, Tuesday, February 3, 2026 at 10:00 AM in the City of West Melbourne Council Chambers, Veterans Memorial Complex, 2285 Minton Road, West Melbourne, Florida.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was recited by all present.

ROLL CALL

The following Board Members were present:

Joe Hale, Vice President
Brant Hoffman
Scott Morgan
Don Jordan
Drew Powshok
Philip Weinberg, President

Absent: Jay Woltering

Also present:

Rick Nipper, District Manager
Lisa Blackett, Secretary/Treasurer
Jim Beadle, District Attorney

RECOGNITION OF GUESTS/VISITORS/STAFF

Mike McCabe, District Engineer
Bo Rainbolt, Assistant Manager of Operations
Courtney Barker, Local Land Co. FL
Debra Gutierrez, Fulcher DLG, LLC

PUBLIC COMMENTS

None

DISCUSS/TAKE ACTION

The District Manager read the resolution to authorize the exchange of the north approximately 423.9 +/- feet of Canal C-85 (as legally described in the resolution) for the grantee of that property conveying an

easement to MTWCD over the same property; relocating the current physical structure of the remaining 896 +/- feet of Canal C-85 to its legal right of way and installing a pipe in the north 423.9 +/- feet within the current legal right-of-way of Canal C-85 to the specifications set forth in the Resolution.

The Board President read the Resolution 2026-1 for the Board Consideration. Upon completion of the reading, Ms. Courtney Barker, Local Land Company, Florida addressed the Board to express Resolution 2026-1 is a win-win for all parties involved and that she would be happy to answer any questions the Board may have. Scott Morgan asked Ms. Barker if there were any City of West Melbourne Utilities located within the area encompassed by the Resolution. Ms. Barker reported there were none that the utilities end at Coastal Lane, which is at the property line. The District Manager requested that any motions to approve the Resolution include be effective contingent on the closing date for the sale of the property.

The Board President asked Ms. Gutierrez if she wanted to speak to add any further information, to which she advised the only concern she had the District Manager had just addressed. Drew Powshok **motioned to approve Resolution 2026-1 subject to the closing of the subject parcel.** Don Jordan **seconded the motion.** **With no further discussion, the motion was passed 6-0.**

CLOSING

The Manager advised the Board the District's long time IT consultant, Rick Moon had unexpectedly passed away leaving staff scrambling for support. He advised staff would bring a proposal for service to the February 24, 2026 regular meeting.

President stated that the next Board meeting would be Tuesday, February 24, 2026 at 9:00 AM in the City of West Melbourne Council Chambers, Veterans Memorial Complex, 2285 Minton Road, West Melbourne, Florida.

DIRECTOR'S REPORTS

Joe Hale – see everybody in two weeks
Brant Hoffman – none
Scott Morgan – none
Don Jordan – none
Drew Powshok – none
Phil Weinberg – None

ADJOURN

Phil Weinberg, President adjourned the meeting at 10:13 am

Respectfully,

Lisa Blackett
Secretary, Board of Directors

Attachment

5



MELBOURNE-TILLMAN WATER CONTROL DISTRICT

Operating Statement Through January 31, 2026

	Actual \$	FY 2025/2026	Approved Budget	FY 2025/2026	Over/Under	Percentage
	To Date	Approved Budget	Adjustment	Modified Budget	Budget	Budget
Revenue						
User Fees	\$ 1,882,487	\$ 2,350,583		\$ 2,350,583	\$ (468,096)	80%
Permits	\$ 160,036	\$ 50,000		\$ 50,000	\$ 110,036	320%
Miscellaneous Income	\$ 65,771	\$ 140,000		\$ 140,000	\$ (74,229)	47%
Other Income	\$ -	\$ -	2		\$ -	
	\$ 2,108,294	\$ 2,540,583	\$ -	\$ 2,540,583	\$ (432,289)	83%
Balance Forward Operating		\$ 2,368,989		\$ 2,368,989	\$ (2,368,989)	0%
TOTAL REVENUE	\$ 2,108,294	\$ 4,909,572	\$ -	\$ 4,909,572	\$ 2,801,278	43%
Expenses						
Salaries	\$ 390,331	\$ 1,273,290		\$ 1,273,290	\$ 882,959	31%
Health Insurance	\$ 120,342	\$ 303,571		\$ 303,571	\$ 183,229	40%
Retirement	\$ 54,698	\$ 253,250		\$ 253,250	\$ 198,552	22%
FICA/Medicare	\$ 29,050	\$ 97,407		\$ 97,407	\$ 68,357	30%
Workers' Comp	\$ 17,511	\$ 25,000		\$ 25,000	\$ 7,489	70%
SALARY & BENEFITS	\$ 611,932	\$ 1,952,518	\$ -	\$ 1,952,518	\$ 1,340,586	31%
Professional Services	\$ 26,680	\$ 56,200		\$ 56,200	\$ 29,520	47%
Contract Services	\$ 2,254	\$ 8,500		\$ 8,500	\$ 6,246	27%
Travel	\$ -	\$ 2,000		\$ 2,000	\$ 2,000	0%
Communications	\$ 1,972	\$ 10,450		\$ 10,450	\$ 8,478	19%
Utilities	\$ 2,274	\$ 9,000		\$ 9,000	\$ 6,726	25%
Rentals	\$ -	\$ 1,000		\$ 1,000	\$ 1,000	0%
Liability Insurance	\$ 142,937	\$ 162,713		\$ 162,713	\$ 19,776	88%
Repair & Maintenance	\$ 19,455	\$ 146,000		\$ 146,000	\$ 126,545	13%
Current Charges	\$ 45,134	\$ 65,500		\$ 65,500	\$ 20,366	69%
Office Supplies	\$ 30	\$ 5,000		\$ 5,000	\$ 4,970	1%
Operating Supplies	\$ 53,760	\$ 185,000		\$ 235,000	\$ 181,240	23%
Books & Training	\$ 690	\$ 15,500		\$ 15,500	\$ 14,810	4%
Restricted Reserves	\$ -	\$ 1,767,191		\$ 1,767,191	\$ 1,767,191	
OPERATIONS	\$ 295,186	\$ 2,434,054		\$ 2,434,054	\$ 2,138,868	12%
Improvements Other than Buildings	\$ 3,856	\$ 75,000		\$ 75,000	\$ 71,144	5%
Machinery	\$ 23,373	\$ 440,000		\$ 440,000	\$ 416,627	5%
Computer Equipment	\$ -	\$ 7,500		\$ 7,500	\$ 7,500	0%
Computer Software	\$ -	\$ 500		\$ 500	\$ 500	0%
CAPITAL OUTLAY	\$ 27,229	\$ 523,000		\$ 523,000	\$ 495,771	5%
TOTAL EXPENSE	\$ 934,347	\$ 4,909,572		\$ 4,909,572	\$ 3,975,225	19%

Legal, Drug Testing, Accounting & Court Reporting, Engineering Testing, Miscellaneous Professional Services

Uniforms, Garbage Service

Travel

Postage, Telephone Service

Utility, Solid Waste Assessment

Rentals

Insurance

Repair & Maintenance Service, Repair & Maintenance Supplies, Auto & Equipment Parts, Maintenance Agreements

Tax Collector, Bank Fees, Lic & Permits, Advertising, Unemployment

Office Supplies

Operating Supplies, Fuel, Gas & Oil, Aquatics

Books, Pubs., Memberships, Training Costs

\$2000 from #5640300 Computer Software to #5540000 Books, Pubs, Subs & Memberships to reclassify software based subscription expenditures from capital account to operating account expense account.

Attachment

6



MELBOURNE-TILLMAN WATER CONTROL DISTRICT

Personnel Policies: Employment Plan

LEAVE

I. POLICY

It is the policy of the MTWCD to authorize absence from the Work Schedule for District employees.

II. PURPOSE

This policy establishes the accrual and utilization of leave time for District employees.

III. PROTOCOL

A. ACCRUED LEAVE

1. VACATION LEAVE

- a. All full-time ~~permanent~~ Employees shall be entitled to earn vacation leave with pay.
- b. Vacation Leave shall be earned as follows:
 - i. Up to 5 Years of employment earns 8 hours per month, 3.70 hours per pay period.
 - ii. 5 to 10 Years of employment earns 10 hours per month, 4.62 hours per pay period.
 - iii. 10 to 15 Years of employment earns 12 hours per month, 5.54 hours per pay period.
 - iv. 15 to 20 Years of employment earns 14 hours per month, 6.46 hours per pay period.
 - v. 20 to 25 Years of employment earns 16 hours per month, 7.39 hours per pay period.
 - vi. 25 Years or more of employment earns 20 hours per month, 9.24 hours per pay period.
- c. Vacation accrual rate is based on an 80 hour pay period.
- d. Part time permanent employees will earn vacation leave on a prorated basis.
- e. Earned vacation leave may be accumulated provided the leave balance at the end of the calendar year does not exceed 30 days (300 working hours). Any time earned in excess of this amount will automatically be forfeited at the end of the calendar year.

MELBOURNE-TILLMAN WATER CONTROL DISTRICT**Personnel Policies: Employment Plan****LEAVE****Continued**

- f. New employees will not accrue vacation until the first full 80 hour pay period after hire date.
 - g. Employee's requesting vacation leave must complete MTWCD Form #47, Application for Leave, and submit to employee's supervisor and approved by the Manager.
 - h. The manager must approve requests for more than one employee to be on leave during the same time frame. The request submitted the earliest would receive priority consideration, with final determination made by District Manager.
2. SICK LEAVE
- a. Full time permanent employees shall earn sick leave as follows:
 - i. 1 to 10 Years of employment earns 8 hours per month, 3.70 hours per pay period.
 - ii. 10 Years or more of employment earns 12 hours per month, 5.54 hours per pay period.
 - b. Sick leave accrual rate is based on an 80 hour pay period.
 - c. Part time permanent employees will earn sick leave on a pro-rated basis.
 - d. Sick leave may be accumulated up to 960 hours. Any time earned in excess of this amount will automatically be forfeited at the end of the calendar year. The employee shall have the responsibility of notifying his/her supervisor promptly of any illness that may require absence from work. Minimum charges against accrued balance will be in quarter hour units.
 - e. New employees will not accrue vacation until the first full 80 hour pay period after hire date.
 - f. Sick leave may be used for the following purposes:
 - i. Personal illness or injury not connected with work, including maternity.
 - ii. ~~Verified employee illness while on vacation.~~
 - iii. Any illness or injury involving members of an employee's immediate family.
 - iv. To supplement workers compensation.

MELBOURNE-TILLMAN WATER CONTROL DISTRICT**Personnel Policies: Employment Plan****LEAVE****Continued**

- g. Employee's requesting scheduled sick leave must complete MTWCD Form #47, Application for Leave, and submit to employee's supervisor and approved by the Manager.
 - h. ~~Employees' supervisors are~~ The District Manager is responsible for assuring that sick leave is not abused. A doctor's statement as proof of illness may be required if absence extends beyond three (3) consecutive working days, and anytime the ~~supervisor~~ District Manager has reasonable cause to doubt the actual illness of an employee. In the event sick leave is abused, a request for a doctor's statement may be requested by the District Manager at any time. Failure on the part of by the employee to furnish such proof (when requested) will result in loss of pay for the entire period of absence.
 - i. Abuse of sick time may be grounds for disciplinary action or dismissal. Employees failing to notify and report illness to their supervisors within two working days will be considered as having resigned
3. PAYMENT IN LIEU OF UTILIZATION
- a. Employees who resign or are separated in good standing will be paid for any unused vacation leave up to a maximum of 300 hours and for half of any unused sick leave up to a maximum of 480 hours. Employees who fail to give reasonable notice (2 weeks) of termination or who are terminated for cause will forfeit their rights to accrued vacation and sick leave pay.
 - b. Employees may trade earned vacation for payment. Trading for payment may be done once annually during the first two weeks of November, pending the availability of District funds. A minimum of eighty (80) hours must be retained by the employee and employee must have taken at least eighty (80) hours of vacation time within the last year.
 - c. Employees may trade earned sick leave back for vacation leave and/or for payment up to a total of 320 hours annually (calendar year). Trading for vacation may be done once annually, ~~the timing at the discretion of the employee. Trading for payment may also be done once annually, the timing at the discretion of the District;~~ during the first two weeks of November, pending the availability of District funds. This leave may be traded at a rate of 2 for 1 for additional vacation and/or payment. A minimum of 80 hours earned sick leave must be retained by the employee for be eligible either trade back provision.

MELBOURNE-TILLMAN WATER CONTROL DISTRICT**Personnel Policies: Employment Plan****LEAVE****Continued****B. NON-ACCRUED LEAVE****1. WORKERS COMPENSATION LEAVE**

- a. Employees who sustain a temporary disability as a result of and arising out of employment with the District shall receive workers compensation wage benefits beginning on the eighth day of disability. The first seven days are included in workers compensation wage benefits only if the disability extends beyond 21 calendar days.
- b. If an employee is not out of work for 21 calendar days, days one through seven of the disability may be taken as sick and/or vacation leave if accumulated leave is available. Sick and vacation leave time and seniority will continue to accumulate during the period of a workers compensation disability.
- c. No employee will be entitled to job-connected disability leave with the herein described benefits where an injury has been determined to have been the result of intentional self-infliction or where the disability or illness continues as a result of the employee's failure to cooperate with the medical advice or corrective therapy.
- d. If a doctor verifies that an employee can perform light duty, light duty assignments (to the Extent possible) will be made available for employees until such time as they are able to assume the full responsibilities of their positions. Light duty will be considered a temporary assignment and will be without reduction in pay and must be approved by the manager. Temporary assignment shall be limited to not more than six months without further medical evaluation.

2. MATERNITY LEAVE

- a. Pregnancy
 - i. A pregnant employee who wishes to request maternity leave shall, within a reasonable time, usually thirty (30) days prior to her due date, notify her supervisor whether a maternity leave is to be requested.
 - ii. An employee who needs to request a medical accommodation due to pregnancy or related conditions provides information from her physician for consideration by the District.
- b. Leave
 - i. An employee will be permitted to continue work unless her physician advises the District to the contrary. The employee must be able to perform the essential functions of her position.

MELBOURNE-TILLMAN WATER CONTROL DISTRICT**Personnel Policies: Employment Plan****LEAVE****Continued**

- ii. An employee approved for maternity leave shall be eligible to return to work at any time during the leave of absence upon the presentation of medical certification, if applicable, indicating that she is able to satisfactorily perform her original duties.
- iii. An employee returning from an approved maternity leave shall resume her duties in the position held prior to the leave or a similar position with equal pay.
- iv. An employee who fails to return from an approved maternity leave of absence shall be considered to have abandoned her position and shall be terminated.

3. ADMINISTRATIVE LEAVE**a. Bereavement**

- i. Employees may be granted, upon approval of the Manager, time off with pay not to exceed three (3) consecutive working days in the event of a death in the immediate family of the employee.
- ii. The employee's immediate family shall be defined as the employee's spouse, father, mother, stepmother, stepfather, child, stepchild or ward, grandchild, brother, sister, father-in-law, mother-in-law, or paternal or maternal grandparents.
- iii. Bereavement leave shall not be charged to Vacation or Sick Leave except as provided below.
- iv. If an employee required additional time other than provided for (3 days) he/she may request additional time from the Manager, chargeable to Vacation or Sick Leave. Such approval should not be unreasonably withheld.

b. Jury Duty Leave

- i. ~~An permanent~~ employee who is called for Jury Duty on a regularly scheduled workday, shall be granted time off with pay upon the presentation of a summons. Any fees received for jury duty shall be retained by the employee. The employee shall not be eligible for reimbursement by the District for any meals, lodging, travel, or other expenses incurred while serving as a juror.
- ii. ~~An permanent~~ employee, who is subpoenaed as a witness on a regularly schedule workday, not on behalf of the District and not involving the employee's personal litigation, shall be granted time off with pay and any witness fees awarded shall be retained by the

MELBOURNE-TILLMAN WATER CONTROL DISTRICT**Personnel Policies: Employment Plan****LEAVE****Continued**

- iii. employee. The employee shall not be eligible for reimbursement by the District for any meals, lodging, travel, or other expenses which may be incurred while serving as a witness.
 - iv. An employee subpoenaed as a witness or defendant in behalf of the District shall be considered to be on duty, paid accordingly, and be entitled to be paid per diem and/or travel expenses in accordance with the provision of the District's travel policy. Any fees awarded shall be returned to the District.
 - v. An employee who appears in Court or participates in a related activity as a witness, plaintiff or defendant due to personal litigation or criminal charges or whose appearance is voluntary shall be required to use annual leave or leave without pay for any such absence from work.
- c. Military Leave / Reserve and National Guard Training
- i. ~~An permanent~~ employee who is a member of the United States Armed Forces Reserve or the National Guard and who is ordered to engage in annual training, or other temporary active duty, shall, upon presentation of a copy of his/her official orders, be granted leave with pay. Such leave will be in accordance with Florida Statutes § 115.07.
- d. Leave without pay may be granted by the manager provided it does not interfere with District operations. Leave without pay for the Manager may be granted by the President of the Board of Directors.
- e. ~~Other Leave~~
- i. ~~All other requests for leave shall be at the discretion of the District and, if granted, are limited to four working days without pay. Exceptions to this shall be subject to the Approval of the Board of Directors.~~
- f. Unexcused absences will not be tolerated and will be subject to disciplinary action or termination.

IV. EFFECTIVE DATE

Adopted by the Melbourne-Tillman Water Control District Board of Directors at the regular meeting of April 24, 2001, revised April 22, 2003, revised June 24, 2004, revised November 1, 2005. This policy supercedes and replaces Policy WCD-P-B-3 adopted by the Board of Directors on October 26, 1982, revised May 26, 1987 AND Policy WCD-P-B-14 adopted by the Board of Directors on April 23, 1996, revised December 2, 2014, revised February 23, 2021, June 28, 2022.

V. ANNUAL REVIEW

02 Dec 2014 *DRJ*

27 Feb 2024 RLN

23 Feb 2021 *DJL*

28 June 2022 *DJL*

Attachment

7



CONTRACT FOR SERVICES

CONTRACT FOR SERVICES

This contract is entered into between Melbourne Tillman Water Control District hereinafter referred to as "Client" or "the Client" and Corcoran & Associates, Inc. d/b/a Corcoran Partners, hereinafter referred to as "Firm" or "the Firm", both of whom comprise the parties to this contract.

RECITALS

Whereas, the Client wishes to retain the services of the Firm in order that the Firm may represent the Client's interests before the Florida Legislature, executive agencies, and other governmental entities, agencies or departments within the State of Florida; and,

Whereas, the Client expressly acknowledges that the Firm has not given, and cannot give, any assurance of the outcome of any government affairs matters, or other matter for which the Firm is retained, nor is this contract contingent on such outcome; and

Whereas, the Client agrees to cooperate fully with the Firm and to provide all information known by, or available to, the Client which may aid the Firm in representing the Client, including providing any information relative to specific bills which the Client desires the Firm to monitor; and

Whereas, the Firm agrees to provide such representation as the Client may require; and

Whereas, the parties have agreed to the terms under which the Firm will represent the Client and wish to memorialize their agreement in writing.

Now, therefore, in consideration of the above recitals and the mutual covenants herein contained and intending to be legally bound hereby, the parties agree as follows:

1. Term of Agreement: This agreement shall become effective on January 1, 2025, and shall remain effective until December 31, 2025, and may be extended or renewed upon written agreement between the parties. The agreement may be terminated by either party for any reason by providing 30 days written notice to the other party. Fees will be due through the remainder of the month cancelled.
2. Duties & Obligations of Firm: It shall be the Firm's duty to advocate for the interests of the Client before the Florida Legislature, executive agencies, and other governmental entities, agencies, or departments within the State of Florida.





CONTRACT FOR SERVICES

3. Duties of Client: It shall be the Client's duty to timely compensate the Firm for its services and to keep the Firm informed of any substantive changes which may materially affect this agreement or its scope of services.
4. Compensation: The Firm shall receive from Client \$30,000 over the term of this agreement, payable monthly on the 10th day of every month at the rate of \$2,500 (fee is for month that payment is made). Registration fees for Florida Lobbyist Registration and reasonable and customary expenses shall be reimbursed by the Client. Any individual expense over \$100.00 must be approved by the Client prior to the expense being incurred.
5. Lobbyist Registration, Disclosure, Compensation and Expense Reporting and Compliance: The Firm shall comply with all applicable local and state laws, ordinances and rules regarding lobbying registration, disclosure, compensation and expense reporting and compliance. Should state or local level compensation reporting be required, compensation will be reported as 70% attributable to legislative branch compensation reporting and 30% to executive branch compensation reporting. In accordance with Florida Statutes, the Firm is responsible for costs associated with required lobbyist registration, disclosure, compensation and expense reporting and compliance.
6. Venue and Governing Law: Venue for all proceedings in connection with this contract shall be in the State Courts in Pasco County, Florida, and all aspects of this contract shall be governed by the laws of the State of Florida.

Dated: Dec 19, 2024

Rick Nipper

By: District Manager
Melbourne Tillman Water Control District

Dated: Dec 19, 2024

Micheal Corcoran

Micheal Corcoran (Dec 19, 2024 16:00 EST)

By: Michael Corcoran
Corcoran & Associates, Inc.
d/b/a Corcoran Partners











For Signature - 2025 - Melbourne Tillman Water Control and Corcoran Partners_Contract

Final Audit Report

2024-12-19

Created:	2024-12-19
By:	Alexis Searfoss (alexis@corcoranpartners.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_nvhu0OciKmlIZGXg557fsixu59ega3h

"For Signature - 2025 - Melbourne Tillman Water Control and Corcoran Partners_Contract" History

-  Document created by Alexis Searfoss (alexis@corcoranpartners.com)
2024-12-19 - 6:45:23 PM GMT
-  Document emailed to Rick Nipper (rnipper@melbournetillman.org) for signature
2024-12-19 - 6:47:54 PM GMT
-  Email viewed by Rick Nipper (rnipper@melbournetillman.org)
2024-12-19 - 8:50:28 PM GMT
-  Document e-signed by Rick Nipper (rnipper@melbournetillman.org)
Signature Date: 2024-12-19 - 8:51:14 PM GMT - Time Source: server
-  Document emailed to Micheal Corcoran (jessie@corcoranpartners.com) for signature
2024-12-19 - 8:51:15 PM GMT
-  Email viewed by Micheal Corcoran (jessie@corcoranpartners.com)
2024-12-19 - 9:00:20 PM GMT
-  Document e-signed by Micheal Corcoran (jessie@corcoranpartners.com)
Signature Date: 2024-12-19 - 9:00:40 PM GMT - Time Source: server
-  Agreement completed.
2024-12-19 - 9:00:40 PM GMT