

# TAYLOR COASTAL WATER & SEWER DISTRICT

18820 BEACH ROAD  
PERRY, FLORIDA 32348  
Phone/Fax: (850) 578-3043  
[www.tcwsd.org](http://www.tcwsd.org)

## MINUTES OF REGULAR COMMISSION MEETING July 26, 2016 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on July 26, 2016 present were:  
COMMISSIONERS: Lynn Aibejeris, Steve Brown, Nancy Geohagan, Gennie Malone and Benjye Tuten  
TCW&SD STAFF Lynette Senter, Ronald Bennett. Diane Carlton, absent  
Chairman Lynn Aibejeris called the meeting to order and declared a quorum present.
2. Commissioner Steve Brown led in prayer and the pledge of allegiance to the flag.
3. Chairman Aibejeris welcomed guest Willie Huxford.
4. Approval of the minutes from the June 28, 2016 regular meeting. Chairman Aibejeris asked if everyone had reviewed the minutes of the meetings and if there was a motion to accept. **Commissioner Nancy Geohagan made a motion to accept the minutes as written. Commissioner Gennie Malone offered a second. The Chairman asked if there was any further discussion. There was none. The motion passed unanimously.**
5. Staff and Committee Reports
  - a. Water Operations – Ron was absent – no major issues were noted.
  - b. Sewer Operations – Ron was absent – no major issues were noted.
  - c. Update on Dark Island Walkway – Ron was absent – minor issues that are being repaired by the Contractor.
  - d. Director's Report – Lynette Senter- Lynette reported that sales for the month of June 2016 for Water and Sewer were \$47,265.93. There are no accounts past due over 30 days. There was no water loss ratio given. She asked if there were any questions. There was none. Chairman Aibejeris asked if there was motion to accept the Directors Report as presented. **Commissioner Nancy Geohagan made a motion that the Directors Report for June 2016 be accepted as presented. Commissioner Gennie Malone offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion passed unanimously.**
  - e. Other Assistant Office Manager Items – Lynette Senter- Lynette reported the software for the Pay Clix program which will allow the district to accept credit card payment has been received and will be installed after the billing and end of month reports are complete.
  - f. Financial Repots – Lynette Senter for Diane Carlton – net income for the month of June 2016 was \$12,966.40 this includes interest income, income from the purchases of grinder pump installations and customer repairs. There were no questions. Chairman Aibejeris called for a motion to accept the financial reports. **Commissioner Gennie Malone made a motion to accept the financial reports as presented. Commissioner Nancy Geohagan offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion passed unanimously.**
  - g. Other Office Manager Items – Lynette Senter for Diane Carlton – the office will be closed on Friday, August 12, 2016 due to vacation scheduling and medical appointments.
6. New Business
  - a. Request from Geralda Blalock and Chuck Blalock for the board to consider allowing them to use one-grinder pump for four (4) RV units that have been approved by Taylor County Building and Planning for placement on their property located at the corner of Cedar Island Road and County Road 361. After discussion, it was the consensus of the Commissioners that one (1) grinder and one (1) water meter per two (2) RV's was the current system set-up throughout the beaches area. **Commissioner Steve Brown made a motion to implement the one (1) grinder pump and one (1) water meter per two (2) RV's as the district standard. Commissioner Nancy Geohagan offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion passed unanimously.**
  - b. The 2016-17 Budget was reviewed by the Commissioners. The new budget is based on the 2.5% annual rate increase which will be finalized at the August 2016 meeting. **Commissioner Nancy Geohagan made a motion to accept the 2016-17 Budget as presented. Commissioner Steve Brown offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion passed unanimously.**

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7. Old Business
    - a. The Contract for Services Agreement is still under negotiation by Attorney Mike Smith for the District and Preble-Rish Inc. Consulting Engineers & Surveyors for proposed Water Improvements and the funding of the improvements.
    - b. SAAP grand fund application is nearing completion and should be finished in a few weeks.
  8. CLOSING REMARKS COMMISSIONER/STAFF There was none.
  9. MOTION TO ADJOURN **Commissioner Gennie Malone made a motion to adjourn the meeting. Commissioner Nancy Geohagan offered a second. The meeting was adjourned at 4:40 pm.**
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Board Actions:

1. Approve the minutes of the June 27, 2016 regular board meeting.
3. Approve the Directors Report for June 2016
4. Approve the Financial Report for June 2016
5. Approve One Grinder Pump/One Water Meter per Two RV's guideline for the Blalock's
6. Approved the 2016-17 Budget

Action Items that need to be completed:

- a. Continue to explore ways to make sewer connections more affordable
- b. Ron Bennett is to present to the board the components of a daily, monthly, quarterly and semi-annual or annual preventative maintenance program for water and sewer. This will be ongoing.
- c. Office staff will provide balance sheets to the Board on a quarterly basis
- d. Office staff and maintenance staff will create maintenance files for all water and waste water equipment
- e. Office staff will work on a policy statement for the District on how proposals, purchasing, purchase orders, bid process and inventories are to be handled.

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

