

# TAYLOR COASTAL WATER & SEWER DISTRICT

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[www.tcwsd.org](http://www.tcwsd.org)

## MINUTES OF REGULAR COMMISSION MEETING

August 23, 2016 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on August 23, 2016 present were:  
COMMISSIONERS: Lynn Aibejeris, Steve Brown, Nancy Geohagan, Gennie Malone and Benjye Tuten  
TCW&SD STAFF Ronald Bennett and Diane Carlton. Lynette Senter was 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. There were no guests present. Chairman Aibejeris asked if anyone had any non-agendaed items to discuss. There was none.
4. Approval of the minutes from the July 26, 2016 regular meeting. Chairman Aibejeris asked if everyone had reviewed the minutes of the meeting and if there was a motion to accept. Commissioner Nancy Geohagan pointed out a typing error in item 1 stating that all of the TCWS&SD STAFF were not absent only Lynette Senter was absent. Commissioner Gennie Malone requested that the spelling of Chuck Blalock be corrected from Check to Chuck. There were no other corrections noted. **Commissioner Nancy Geohagan made a motion to accept the minutes with the corrections. 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 reported that water use has decreased from approximately 80,000 gallons a day to around 32,000 gallons. He stated everything was running smooth with no issues.
  - b. Sewer Operations – Ron reported that there were no issues at the sewer plant with all operation going well.
  - c. Update on the Keaton Beach Dark Island Walkway – Ron stated that the project is complete however we have not been paid for the services that we provided. Diane is working on that issue.
  - d. Director's Report – Lynette Senter- Lynette was absent Diane Carlton presented the Directors report. Sales for the month of July 2016 for Water and Sewer were \$49,178.62. There are no accounts past due over 30 days. There was no water loss ratio provided by the water operator for this month. 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 July 2016 be accepted as presented. Commissioner Steve Brown offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion passed unanimously.**
  - e. Other Assistant Office Manager Items – Lynette Senter- No items were reported due to Lynette's absence.
  - f. Financial Repots – Diane Carlton – net income for the month of July 2016 was \$21,371.19 which includes interest income, income for 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 Steve Brown 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 – Diane Carlton- Diane reported that monies in the amount of \$79,487.90 were transferred from the Savings escrow account to make the 3 loan payments that are due on 9/1/2016. She also reported that Jim Elliott, a licensed and insured contractor was the only one that contacted us for a bid on the bathroom/kitchenette remodel of the District Office. Mr. Elliot will have the proposal finished in a few days. She also reported that as Ron mentioned we have not received any payment from the contractor for our services provided for the Keaton Beach Dark Island Trail Walk. She stated she would continue attempt to collect these monies.
6. New Business
  - a. Consider approval of the proposed rate increase for fiscal year October 1, 2016 to September 30, 2016 in the amount of \$1.72 which will increase the monthly minimum charge from \$81.84 to \$83.56. This proposal was presented at last month's board meeting. **Chairman Aibejeris asked if there were any more**

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(Minutes are considered to be in draft form until approved by the District Commission.)

TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING

Page 2 of 2

**discussion on the increase. There was none. Commissioner Benjye Tuten offered a motion to accept the rate increase as proposed. Commissioner Nancy Geohagan offered a second. The motion passed unanimously.**

7. Old Business
    - a. Discuss the Contract for Services Agreement under review by Attorney Mike Smith for the District and Preble-Rish Inc. Consulting Engineers & Surveyors to sign for proposed Water Improvements and the funding of the improvements. Diane Carlton reported that Attorney Smith has been out of his office due to health issues and has not completed the contract with the proposed changes. She advised that we did receive an e-mail yesterday that advised us that Mike was back in the office and would begin work on the contract as soon as possible.
    - b. Update on SAAP grant funds application for use of remaining funds-Diane Carlton - Diane reported that the application has been submitted and we are waiting for an approval. We expect to hear from EPA soon on the approval.
  8. CLOSING REMARKS COMMISSIONER/STAFF There was none.
  9. MOTION TO ADJOURN **Commissioner Nancy Geohagan made a motion to adjourn the meeting. Commissioner Gennie Malone offered a second. The meeting was adjourned at 3:45 pm.**
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Board Actions:

1. Approve the minutes of the July 26, 2016 regular board meeting minutes with 2 typographical errors being corrected.
3. Approve the Directors Report for July 2016
4. Approve the Financial Report for July 2016
5. Approve
6. Approved

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

