

VACANCY IN MANAGER'S POSITION

The Board of Supervisors has received a letter of resignation from Mr. John Cellucci as the Manager of the District. Mr. Cellucci's resignation will take effect January 21, 2026. The District thanks Mr. Cellucci for his service.

A new Manager may be selected by the Board of Supervisors to fill the vacancy in the Manager's position. The job duties for the Manager's position is attached. The position is a part-time position.

The topic of the vacancy in the Manager's position will be discussed by the Board of Supervisors at the Board of Supervisors meeting to be held January 20, 2026.

Anyone who has an interest in serving as the Manager of the District can submit a letter of interest and a resume and other information related to their interest to serve as the Manager of the District. Any information can be submitted to the District on the District's website at www.scewcd.org with a reference to the Manager's position vacancy.

Manager's Job Duties.

Daily actions:

- Emails: All emails should be answered daily, coming from all residents, government entities and contractors.
- Phone calls: Should be responded to within 24 business hours, daily is preferable and best practice, taking into consideration weekends and holidays. (The Manager will have a desktop computer (Windows based not Apple) and will have a VOIP internet phone with phone messages that need to be checked each day and answered.)
- Complaints about the swales, street signs, and roads should be viewed by the Manager at the site.
- Signs that are down will be repaired and erected by the Manager.
- Line posts at the retention ponds should be placed back up if down by weather or children.
- Work with Code Enforcement: Take pictures and be specific. Example: Parking on the swale for 3 days. Any construction in the Right of Way (ROW) unless a new USPS mailbox. Mailboxes are allowed.

Contact:

Bonita Springs (BS) Code Enforcement Officer Kyle Easterly
(239) 980-4913

kyle.easterly@cityofbonitasprings.org

- Work with Lee County Sherriff's Office (LCSO). Notify LCSO when damage done to the Stillwell Parkway gate or District property. Notify LCSO when illegal dumping occurs, especially when caught on video or camera, such as coming in with a full load, leaving with an empty load or trash found on Waterfall Dr.
- Be on alert to monitor for damage that is done to the Stillwell Parkway gate or District property. When damage is done the order of calls will be first to LCSO, then to one of the Board Supervisors.
- The gate repair company is currently a local company called Accurate Electronics. The Manager will have this number saved in their phone to call when the Manager cannot repair the gate themselves. Basic repairs like replace the plastic washers if the arm is dislodged are responsibility of the Manager and Manager will not call Accurate Electronics for simple repairs.

- Forward all District subcontractor and other activities bills to the Secretary/Treasurer if she is not copied on the email.
- Work with District legal counsel and engineering firms and other independent contractors on issues that are required by the Board on various topics and issues. Many of the issues are part of the monthly Board packages of information presented at each monthly Board meeting.
- Manager must be PC literate and understand enough technical issues with the District website to up load and post information etc.
- Research various State of Florida and Federal and other possible sources of new funding, such as grants, for use in DISTRICT operations and capital improvement plans. All efforts are collectively defined as “Applications.” Draft preliminary and final Application documents with support of DISTRICT elected officials and other DISTRICT employees and independent contractors and file appropriate supplemental documentation with Grantor Agencies or entities that will consider the DISTRICT’S requests for new funding. Manage and supervise all Applications and activities of other District representatives in support of Applications. Regular report to the Board of Supervisors on the progress of the acquisition of new funding from other sources, through grants or otherwise, will occur.

Weekly:

- Update the Board of any new issues.

Monthly:

- Attendance of all Board meetings is mandatory.
- At the end of the monthly Board meeting, upload the website with the approved Board Meeting Minutes from the prior month. Upload the current monthly Board Meeting MP3 the night of the meeting marked as “Draft.”
- Seven days before the Board Meeting upload the Board Meeting Agenda to the website.
- Attending the NPDES meeting in Lee County Government. We need a presence with our local officials. Usually, a 30 minute meeting or less which currently happens on the third Thursday of every 2 months from 1:00 PM to 2:00 PM in Conference Room C3. Jessica McPherson, Public Works is the contact person.
- All Resolutions get posted to the website under legal publications.

Annually:

- Assist with creation and adoption of annual budget and assessments. Submittal of District information to the auditor and assist the auditor with the audit of the last fiscal year beginning in November or December and ending when the audit is completed in March or April of the following year.

NOTE: The District entity is on a fiscal year that starts October 1 and ends the following September 30 of each calendar year.