

**BOARD OF SUPERVISORS MONTHLY MEETING
OF THE SAN CARLOS ESTATES WATER CONTROL DISTRICT
MONDAY, APRIL 17, 2023 6:00 P.M.**

BONITA SPRINGS CHAMBER OF COMMERCE, 25071 CHAMBER OF COMMERCE DR, BONITA SPRINGS FL 34135

1. **Call Meeting to Order:** Jim Bradford called the meeting to Order at 6:01 PM.
2. **Roll Call of the Board of Supervisors:** Chair and President, Jim Bradford (Jim), and Supervisor, John Cellucci (john); Engineer Ron Edenfield (Ron); Attorney, Richard Pringle (Richard), Audrey Medeiros, Manager and Superintendent of Operations (Audrey) and Sec/Treas, Chris Lawson (Chris) and 11 guests. Vice-Chair and Vice President, Jennifer Finazzo (Jennifer) - Absent
3. **Receive Engineer's Report on District Works:**
17 open permit applications under review; 2 new permits; 6 closed permits; 26 inspections during period

Morris Depew completed the water quality analysis and final MS4 report. It will be provided to the District for its records. Ron discussed meeting with FEMA and conducting the on-site visit. Four of the eight projects were deemed viable. Two of the projects were combined so that there will be three projects: the repairs to the Moriah weir; sedimentation at the Strike Ln culverts at the railroad tracks; erosion and settlement in the northern canal system. The NPDES permit inspection will be conducted May 3, 2023 with the appropriate personnel. We did receive two bids for the cleaning of the roadside swales between Tuck and Busy Bee.

4. **Chairs Report:**
Ron, Jim, and FEMA regarding applying for another grant. It is moving forward. The Board represents the District and our subdivision. Jim mentioned that if the landowners want to look for grants or funds offered by organizations, please do so and let the Board know. Any opportunity would be pursued. Weekly meetings continue with FEMA.

Jim asked Audrey Medeiros to introduce herself and discuss what she will be doing.

5. **Treasurer's Report:** Bills were presented for payment. The current income and expense, check detail, and income and expense year-to-date comparison reports were presented for the month of April, 2023. The variances year-to-date were addressed.
6. **Attorney's Report:** Will make comments on agenda items as they arise.
7. **Amendments to the Meeting Agenda**
Add to the Agenda – transfer \$175,000 from the General Maintenance funds to the Florida Prime account so that additional interest could be generated.
8. **Public Input on Business Agenda Items (3 minute limit)**

Jim asked if anyone has a question for the Board to send it to the Board Secretary a week before the meeting so that the Board would have sufficient time to properly prepare a response to their question.

Steve Parrish asked about CIP PH II and paying back funds that were paid from the wrong account. It will be discussed further in the meeting.

Darlene Smith asked when the CIP PH I will be paid off and was told that it would be paid on in the next fiscal year.

9. Business Agenda Items (Agenda Items Requiring Action)

a. **Meeting Minutes Approval – 03/20/2023; Special Meeting Minutes Approval – 04/03/2023**
Motions made and passed.

b. **Financial Report and Bank Statement Approval – 03/31/2023 Financial Report and 03/31/2023 Bank Statement; 04/30/2023 Bills and Financial Report as of 04/17/2023**
Motions made and passed.

c. **Contracts – Canal and perimeter road cleaning; roadway trimming; culvert cleaning**
John asked if the detailed job scoping analysis had been completed. Ron responded that it has not been complete. The matter was tabled to the next meeting.

d. **Hurricane Ian – Damage issues/resolution/repairs/FEMA/Payments for repairs**
No action is needed currently. The matter will be continued to the next meeting.

e. **Annual Meeting: Set date and time for annual meeting**
The Annual Landowners meeting is tentatively set for 09/23/2023 at 10 am at a prior meeting pending everyone's availability. The meeting location has been arranged at take place at the Gulfshore Life Center Church 25300 Bernwood Drive, Bonita Springs, Florida. The September regular meeting will follow the Annual Landowners Meeting.

f. **CIP PH II – Review analysis of outstanding assessment. Decide next course of action.**
The CIP PH II note was paid off in 07/2021 from the reserve funds. Chris discussed the details of the payment due and made. The balance that was paid from the reserve funds was \$174,259.46 to pay the loan off. There were 912.855 weighted acres of outstanding assessments. If we net the balance in the checking account and funds received on behalf of the CIP PH II, the per acre payoff amount outstanding is \$189.28 for unit 1; the per acre amount is \$113.57 for unit 2; and the per acre amount is \$283.92 for unit 3. There were no payoffs for CIP PH II in 2021. The information is available for the outstanding assessments for CIP PH II.

Richard offered his comments. No technical violation occurred by paying off the debt and no law or rule has been violated by the payoff of the note. Under the tax collectors' rule, we cannot lien to collect the outstanding assessment. Under Statute 298, property in the District is subject to the cost of the operation of the District and is subject to a lien for that purpose. The collection of that lien is going to be difficult because of the cost relative to the benefit of foreclosing upon a lien to collect the money. His suggestion is to include a separate letter with the annual landowner mailing to request the funds from those landowners who still had outstanding assessments.

There was discussion between the Board, attorney, and guests on the topic.

g. **Website: Streamline hosting platform**
John performed the assessments and interviewed with staff members of Streamline, and they focus on governmental entities. With the initial transfer cost of \$250 and a monthly fee of \$180, John recommends that we move forward to change the website to their platform. It will take a couple of weeks to make the transfer and then the website will be in a test mode. John also recommended that we utilize their email services so that everyone on the Board can get a governmental email.

h. Gate Report and Recommendation(s) – Supervisor John Cellucci

John recommends that the Board should put the funding in to standardize all gates and all the galvanize steel railing to the perimeter roads that the District wishes to limit access to District employees, emergency vehicles and maintenance purposes. It would cost about \$2,500 per 12-foot section of the steel railing. He will identify the area(s) where gates may be needed and initially has a budget up to \$6,000 with which to work. City of Bonita Springs will be contacted.

i. Budget Resolution – To correct the FYE 09/30/2023 carryforward balance.

Richard provided a resolution to adjust or amend the 2022/2023 budget to correct the carryforward balance as provided by the auditor. The budgeted funds balance carryforward from 2021/2022 to 2022/2023 was \$1,037,130. The actual funds balance carryforward balance as determined by the auditor was \$1,037,679 for an increase of \$549.

j. Employee Job Descriptions

Jim stated that Richard was working on the job descriptions, and he will furnish them to the Board members. They will be discussed at the next meeting.

k. Office set up for new Manager

Audrey needs office equipment to do the job – computer; tablet; printer; phone; scanner; software; etc. The Board approved an initial budget up to \$3,500.

l. Sale of Surplus Equipment Transfer

In the Statute, if a capital asset, then the Board will dispose of it under a certain method. The Board manual states that anything over \$5,000 is a capital asset. Under the statute, the value would be at the time of sale. If the items are less than \$5,000, then the Board can dispose of them in the form and method that is in the best interest of the District. Jim wants to try and sell them on a governmental website. Richard said that the first step is to declare the items as surplus property of the District and no longer needed and the second step would be to direct the disposal of the items in the most reasonable method. Jim wanted to make a motion to dispose of the items without a declaration of value but rather put the items on govdeal.com and let the market determine the price. The items in question include the two electronic gate units and any surplus signs and poles that were replaced from the hurricane. Richard said that the motion would be to declare surplus property of the two gates that were damaged by the storm and to declare surplus property of all signage, including poles, throughout the District damaged or no longer used. Richard said the second motion needed would be to dispose of all the items just declared as surplus using the govdeals.com method.

m. Transfer \$175,000 from BOA GM account to Florida Prime: Chris recommended that if the funds are not needed for the immediate needs of the District, then the District could earn interest on the funds.

Motions approved by Board noted Business Agenda Items (Agenda Items Requiring Action):

- Approve the March Monthly Meeting Minutes: John made the motion to approve the February 20, 2022 monthly meeting minutes. Jim seconded the motion. Motion passed 2-0.
- Approve the April 3, 2023 Special Meeting Minutes: John made the motion to approve the February 20, 2022 monthly meeting minutes. Jim seconded the motion. Motion passed 2-0.

- Table the approval of the March 2023 Bank Statements because they are unavailable: John made the motion to table the March 2023 bank statements. Jim seconded the motion. Motion passed 2-0.
- Approve the March 2023 Financial Reports: John made the motion to approve the March 2023 bank statements and financial reports. Jim seconded the motion. Motion passed 2-0.
- Approve the April 2023 bills and Financial Reports presented at the meeting: John made the motion to approve the April 2023 bills and financial reports presented at the meeting. Jim seconded the motion. Motion passed 2-0.
- Contracts – Canal and perimeter road cleaning; roadway trimming; culvert cleaning: John made the motion to table the matter to the next meeting; Jim seconded the motion. Motion passed 2-0.
- Hurricane Ian – Damage issues/resolution/repairs/FEMA/Payments for repairs: John made the motion to table the matter to the next meeting as no action is required. Jim seconded the motion. Motion passed 2-0.
- Annual Meeting: Set date and time for annual meeting: John made the motion to hold the Annual Landowners meeting on Saturday, 09/23/2023 at 10 am at the Gulfshore Life Center located at 25300 Bernwood Drive, Bonita Springs, FL. Jim seconded the motion. Motion passed 2-0.
- CIP PH II – Review analysis of outstanding assessment. Decide next course of action: John made the motion to send a letter to the landowners who still owe CIP PH II assessments with the annual landowner meeting mailing to collect the outstanding assessment. Jim seconded the motion. Motion passed 2-0.
- Website: Streamline hosting platform: : John made the motion to move the website to Streamline and use their email hosting services. Jim seconded the motion. Motion passed 2-0.
- Gate Report and Recommendation(s) – Supervisor John Cellucci: made the motion to standardize the gates and galvanized steel railings. He will identify those area(s) where gates may be needed and has a budget up to \$6,000 initially. Jim seconded the motion. Motion passed 2-0.
- Budget Resolution – To correct the FYE 09/30/2023 carryforward balance: John made the motion to approve the budget resolution to correct the funds carryforward balance from the fiscal year 2021/2022 to \$1,037,679, an increase of \$549 for the 2022/2023 budget. Jim seconded the motion. Motion passed 2-0.
- John made a motion to continue the matter of the job descriptions to the next Board meeting. Jim seconded the motion. Motion passed 2-0.
- John approved a budget of up to \$3,500 for the purchase of equipment necessary for Audrey to purchase to set up her office: computer; tablet; printer; software; phone; scanner; etc. Jim seconded the motion.

- Jim made the motion to declare surplus property of the two gates that were damaged by the storm and to declare surplus property of all signage, including poles, throughout the District damaged or no longer used. John seconded the motion. Motion passed 2-0.
- John made the motion to dispose of all the items declared as surplus property using the govdeals.com method. Jim seconded the motion. Motion passed 2-0.
- Jim made the motion to move the funds between the two bank accounts so that additional interest could be earned. John seconded the motion. Motion passed 2-0.

10. Public Input (3 minute limit)

John Kangas advised that there has been an incident of dumping debris and garbage on Bonita Bill and Rocky. Jim said that he and the Engineer saw what he described and was pursuing the matter with the City of Bonita Springs. On the north-end of Stillwell Parkway, there is a lot of construction debris placed in the swale. He also mentioned that there is a boat parked in the swale on Luci Dr that has been there for about a month.

Darlene Smith mentioned that there is a palm that is obstructing the line of sight for the roadway when pulling out of Rodas. It is in the detention area.

A guest questioned how many years do we have for the money match. Jim said that there are different programs that the Board is making applications for, and he feels that most will come through in a year. Some of the other ones may come sooner but most of it we should see in the next budget year for the county and agencies. But if we can not match the grant money, then we won't be able to get the grant.

John Kangas asked if the ditch cleaning will occur before rainy season. Jim responded that if an action is needed, it will be done. But the thorough cleaning as in years past will not likely occur. John mentioned that Mountainview has an issue that should be addressed.

Steve Parrish asked if herbicide would be applied to stumps when vegetation was removed from the canal. Jim said that it was not part of the FEMA project. Ron said that vegetation removal was part of the FEMA project, dispose the material, and rebuild the berm. The other project (HMGP) was a canal maintenance cleaning effort. Presumably with that effort, herbicide would not be needed since it would be removed.

11. Supervisor Comments –

None

- 12. Adjournment:** Jim made the motion to adjourn the monthly meeting. John seconded the motion. Motion passed 2-0. Meeting adjourned at 8 pm.

Inventory of Surplus Inventory

2 lift master traffic control gates with two arms (1 arm per gate)
7 sign posts
11 stop signs
3 traffic speed sign
8 street signs