

**BOARD OF SUPERVISORS SPECIAL MEETING
OF THE SAN CARLOS ESTATES WATER CONTROL DISTRICT
MONDAY, April 3, 2023 10:00 A.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 10:00 AM.
2. **Roll Call of the Board of Officers:** Present are Supervisors Jim Bradford (Jim), Chair; Jennifer Finazzo (Jennifer), Vice-Chair; Supervisor John Cellucci (John), Attorney Richard Pringle (Richard); Engineer Ron Edenfield (Ron) and Secretary/Treasurer Chris Lawson (Chris) and 4 guests.
3. **Amendments to the Meeting Agenda** – None
4. **Public Input on Business Agenda Items (3-minute limit)**

Steve Parrish questioned if the Manager position had been advertised and stated that he was retired and not interested in the position.

Tammy Bradford questioned the salary history of the Secretary/Treasurer since last May.

5. **Business Agenda Items (Agenda Items Requiring Action)**

Richard stated that this is a Special Meeting of the Board, and it was properly noticed (attached). He further described the three positions, roles and duties as outlined by the Florida Statutes. He also provided the distinction between employee status and independent contractor status.

Jim asked if there was anyone else in the room who wanted the Manager position and there was none.

a. Manager - Job description/Selection

Jennifer Finazzo prepared and presented the job description to the Board. Audrey Medeiros presented her resume and desire to apply for the Manager position. The Board interviewed her and conducted a question-and-answer session with her. Satisfied with her responses, the Board hired Audrey Medeiros as Manager on a part-time employee for a salary of \$38,000 annually.

b. Secretary - Job description/Selection

Jennifer Finazzo prepared and presented the job description to the Board.

c. Treasurer - Job description/Selection

Jennifer Finazzo prepared and presented the job description to the Board. Margit Lawson was hired as Secretary/Treasurer for a salary of \$2,500 per month for the next four months and then \$2,000 per month to 09/30/2023. She will assist Audrey Medeiros over the next four months with training.

Richard suggested that the job description for the Manager/Superintendent of Operations to mirror the language of the Florida Statutes. The job descriptions need to be finalized.

Office equipment will be needed to be purchased for the Manager and a list will be provided at the next meeting.

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

- Jim made the motion to hire Audrey Medeiros for the position of Manager. John seconded the motion with the caveat that within thirty days, a job outline of expectations is prepared so that the

Engineer provides the basics of what they expect done and the training is complete. Motion passed 3-0.

- John made the motion to hire Margit Lawson for the position of Secretary/Treasurer. Jennifer seconded the motion. Motion passed 3-0.
- Jim made the motion to make the annual salary for the Manager at \$38,000. John seconded the motion. Motion passed.
- John made the motion that the salary for the Secretary/Treasurer is \$2,500 per month, or \$30,000 annually for the next four months and then to \$2,000, or \$24,000. Jennifer seconded the motion. Motion passed 3-0.
- Jim made a motion for Richard to finalize the job descriptions with the assistance of Jennifer and Chris and bring them back to the Board for approval at the next meeting. Jennifer seconded the motion. Motion passed 2-0. (John was no longer in attendance.)

6. Public Input (3-minute limit) - None

7. Supervisor Comments

Jim discussed a desire to sell used equipment of the District. This matter will be an agenda item at the next meeting. Storage of District property is another matter that will need to be addressed at some point.

8. **Adjournment:** Jim made the motion to adjourn the Special Meeting. Jennifer seconded the motion. Motion passed 2-0. John Cellucci had left the meeting prior to adjournment. Meeting adjourned at 11:01 AM.

NOTICE OF SPECIAL MEETING FOR SAN CARLOS ESTATES WATER CONTROL DISTRICT

NOTICE IS HEREBY GIVEN THAT THE BOARD OF SUPERVISORS OF THE SAN CARLOS ESTATES WATER CONTROL DISTRICT, A DRAINAGE AND WATER CONTROL DISTRICT GOVERNED BY CHAPTER 298, FLORIDA STATUTES, SHALL HOLD A SPECIAL MEETING ON APRIL 3, 2023, AT 10:00 A.M. WHICH SHALL BE HELD AT THE BONITA SPRINGS CHAMBER OF COMMERCE LOCATED AT 25071 CHAMBER OF COMMERCE DRIVE, BONITA SPRINGS, FLORIDA 34135. THE PURPOSE OF THE SPECIAL MEETING IS TO DISCUSS AND POSSIBLY TAKE ACTION ON THE APPROVAL OF JOB DESCRIPTIONS/SCOPES OF WORK FOR MULTIPLE DISTRICT EMPLOYMENT POSITIONS AND THE SELECTION OF INDIVIDUALS AS EMPLOYEES (OR AS INDEPENDENT CONTRACTORS) TO PERFORM AND SATISFY THE SCOPE OF THE APPROVED JOB DESCRIPTIONS AND THE REQUIREMENTS OF CHAPTER 298, FLORIDA STATUTES, AND IN PARTICULAR TO POSSIBLY ACT ON BEHALF OF THE DISTRICT AS THE SECRETARY FOR THE BOARD OF SUPERVISORS, THE PUBLIC RECORDS CUSTODIAN AND RECORDS KEEPER OF THE DISTRICT, THE DISTRICT TREASURER, AND THE SUPERINTENDENT OF PLANT AND OPERATIONS/MANAGER OF THE DISTRICT'S OPERATIONS. THE BOARD OF SUPERVISORS MAY ALSO DISCUSS AND POSSIBLY TAKE ACTION ON ANY AND ALL OTHER ITEMS THAT MAY COME BEFORE THE BOARD OF SUPERVISORS AT THE SPECIAL MEETING. ANYONE WISHING TO APPEAL ANY ACTION OF THE BOARD OF SUPERVISORS AT THE ABOVE REFERENCED MEETING IS RESPONSIBLE TO HAVE A VERBATIM RECORD MADE WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IF AN INDIVIDUAL REQUIRES SPECIAL AID OR SERVICES AS ADDRESSED IN THE AMERICAN WITH DISABILITIES ACT (ADA), PLEASE CONTACT THE DISTRICT OFFICE AT (239) 495-4699.