

BOARD OF SUPERVISORS OF
THE SAN CARLOS ESTAES WATER CONTROL DISTRICT
TUESDAY FEBRUARY 16, 2021

6:00 P.M.

TOWNPLACE SUITES, 23161 VIA COCONUT POINT, ESTERO, FL 33928

1. **Call Meeting to Order:** Judy Tapply (Judy) called the meeting to Order at 6:00 pm.
2. **Roll Call of the Board of Officers:** Present are Supervisors Judy, Ben Bogacz (Ben) and Jim Bradford (Jim); Engineer Bill Morris (Bill); Attorney Richard Pringle; Sec/Treas Julia Roberts (Julia) and 4 guests.
3. **Receive Engineer's Report on District Works:**
 - There are 37 open driveway permits and 1 closed.
 - Annual Maintenance – Sweeper Man has completed all items on list except for the cleaning of silt and debris from Stillwell canal.
 - New driveway permit processing is completed. Information is at the website; scewcd.blogsot.com.
 - NPDES audit should be completed 2/26/21. Bill will give update on audit at the 3/19/21 monthly meeting.
4. **Chairs Report:** Judy is concerned about the condition of the swale and asked Bill if maintenance is required. Bill will ask the engineers to examine them.
5. **Treasurer's Report:**
 - Julia provided the Supervisors with a written job description (attached). Julia informed the Board that the District auditor is required by law to determine if there is fraud.
 - Julia advised the Board that the SunTrust account is earning only .01%. We can earn .05% from Northern Trust and .11% from Florida Prime.
6. **Attorney's Report:** Statements will be made during Old, New and Unfinished Business.
7. **Comments from Guests:**
 - Norman Kay provided information regarding the person responsible for breaking the Maddox gate on 2/10/21. Julia will follow up with the Sheriff.
 - Tammy Bradford asked for clarification regarding the bond requirement as part of the new driveway permitting process. Mr. Pringle explained the requirements.
8. **Old, New and Unfinished Business:**
 - 24442 Golden Eagle – a driveway permit has been obtained.
 - 24200 Melanie Ln – stop work order is still in effect. Code Enforcement will follow up with the property owner.
 - Stop Sign at Strike/Dietz– Bill informed the Board that the cost to install a FDOT approved stop sign with solar powered reflectors would cost about \$3,000. A Motion was made by Jim and 2nd by Ben to not purchase this new sign at this time. Motion passed 3-0.
 - Road Repairs – there is concern about the condition of the road at the turn from Amarillo/Strike and Rodas/Strike. Julia will provide a list the Bill on any area that may need attention and a decision will be made regarding repairs.

- 9251 Strike Ln – the contractor has been in contact with Bill and will be submitting a driveway permit application.
- 9530 Strike Ln - the contractor has been in contact with Bill and will be submitting a driveway permit application.
- 8991 Strike Ln – the property owner has been in contact with Julia about a gate/wall on the property across the District right of Way. Information was not received in time to review prior to the meeting. Judy questioned the property owner's use of District roads. This parcel is not assessed for roads and improvements.
- 24345 Rocky Rd –there is ATV noise and damage at his location. The property owner indicated that he would pay for a gate and fence and give access to property owners south of this property. Bill estimates the cost would be approximately \$10,000 and that the City would have to approve the placement of the gate. Judy will contact the property owner with this information.
- 25226 Busy Bee – the swale at this location has been filled. Code enforcement is in contact with the property owner to restore the area.
- Papillion/Moriah – no action taken.
- A motion was made by Ben and 2nd by Judy to move \$400,000 from SunTrust Bank and transfer \$300,000 to Florida Prime and \$100,000 to Northern Trust Bank. Motion passed 3-0

9. **Approve January 2021 Bank Statements and Payment of Bills:** A Motion was made by Ben and 2nd by Jim to approve the January Bank Statements and payment of bills. Motion passed 3-0.
10. **Approve Minutes of 1/19/21 Monthly Meeting:** A Motion was made by Ben and 2nd by Jim to approve the 1/19/21 Monthly Meeting Minutes. Motion passed 3-0.
11. **Adjournment:** A Motion was made by Jim and 2nd by Ben to adjourn the Monthly Meeting. Motion passed 3-0. Meeting adjourned at 7:22 P.M.

Job Duties and Responsibilities:

As operations manager for the District the 298 Florida Statutes require that I also hold the title of Secretary/Treasurer.

Qualified Stormwater Management Inspector:

Successfully met all requirements necessary to be a fully qualified inspector through the Florida Department of Environmental Protection Stormwater Erosion and Sedimentation Control Inspector Training Program. This training allows for the identification of violations that can affect the District's South Florida Water Management Permit.

General accounting responsibilities:

Knowledge of Intuit software and governmental accounting principles. Responsible for financial reporting. Accounting includes payment of invoices, correctly account for all income funds and reconciliation of all balance sheet account and analysis of all expenses. Position requires being bonded via 298 requirements.

Managing the Phase 1 and Phase 2 bank balances. The August payment includes our prepayments and each account is dedicated to the payment of the BOA loans.

Monitor interest rates to get the best return on contingency funds.

Each August receive information from BOA for reamortization of the Phase 1 and Phase 2 Loans. Recalculate the loan balances and submit the correct information to Lee County Property Appraiser. Prior to my assuming this position this was done by an outside contractor for a fee of \$20,000, per year.

Prepare all information to the Auditor for the official required annual audit that is submitted to the State of Florida and BOA.

The Brooks:

Interact with The Brooks for reimbursement of expense for maintaining the Bonita Bill Canal.

Morris Depew:

Interact with the engineers to be eyes on the ground when necessary to report any drainage or blockage problems within the District. This includes calls received regarding canal damage requiring repairs.

Provide information for completion of the NPDES annual report. This includes accounting data, weight of trash pick-up etc.

Gate and Camera:

Review video when gate not functioning. If broken intentionally collect money for reimbursement of repairs. If necessary, file a police report with Lee County Sherriff for assistance in collection.

City of Bonita Springs:

Interact with the City on issues that involve the District. We have developed relationships with our City Councilman Amy Quaremba, the City Engineers and Code Enforcement.

Lee County Sherriff:

Aid Lee County Sheriff when there is suspicious activity and accidents within the District. This includes obtaining police reports, providing video when available and filing for insurance claims for reimbursement for any damage done within the District.

District Maintenance:

Contact point and supervision of all contractors working within the District for mowing and maintenance of canals, filter swamp, retention areas and roads. Contact FPL for all streetlight repairs and follow-up. Supervise the maintenance contractor for various jobs required within the District.

Federal Disaster Relief:

Work with federal officials to complete all forms and provide details for hurricane damage relief. It would be nice if we do not have to do this again, but we were able to be reimbursed for more than \$26,000.

Additional:

Prepare for monthly meeting and coordinate with Attorney, Engineer and Supervisors to cover all essential activities within the District. Prepare Meeting Minutes.

Maintain the San Carlos Estates Water Control District website to comply with all Florida 298 Special District requirements.

Responsible for all correspondence and maintenance of all District records per Florida 298 District standards.

Interact and provide information to the Supervisors on a regular basis to avoid any violation of the Florida Sunshine laws which restricts Supervisors discussion of District business without public notification and input.


QUALIFIED STORMWATER MANAGEMENT INSPECTOR

The undersigned hereby acknowledges that

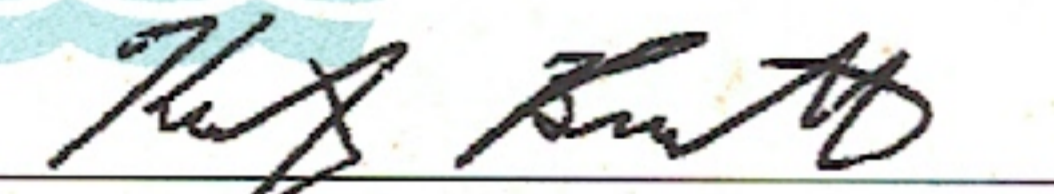
Julia Roberts

has successfully met all requirements necessary to be fully qualified through
the Florida Department of Environmental Protection Stormwater Erosion
and Sedimentation Control Inspector Training Program

April 3, 2014


Hal Lunsford

Inspector Number 30511


Kathryn Brackett