

EAST CHARLOTTE DRAINAGE DISTRICT
BOARD OF SUPERVISORS'
SPECIAL MEETING AGENDA FOR
JUNE 19, 2018, at 9:00 a.m.
MEETINGS ARE HELD AT THE CHARLOTTE HARBOR EVENT
AND CONFERENCE CENTER
75 TAYLOR STREET, PUNTA GORDA, FLORIDA
THESE MEETINGS ARE OPEN TO THE PUBLIC
District's website: districtsarespecial.org/ecdd

BOARD OF SUPERVISORS

Mr. Jerry Newlin, President

Mr. Zachary Varner, Supervisor

Mr. Lenny Lempenau, Supervisor

FIELD SUPERINTENDENT

Mr. James Shattles

DISTRICT MANAGER

Ms. Dana Clement

- 1) PRESIDENT, CALL MEETING TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) OLD BUSINESS
 - a) Resignation of Mr. Jerry Newlin.
 - b) Appoint supervisor to fill Mr. Newlin's term until the Annual Meeting, July 1, 2019, issue an Oath of Office.
 - c) Approve the minutes of the April 17, 2019 meeting.
 - d) Mr. Sill, permit issued for the filling of sub-lateral canals in Section 16, blocks 55, 56 & 57.
 - e) Mr. Sill is requesting permission to install 330 feet of culvert. Reference engineer's memorandum.
 - f) Other.
- 4) DRAFT BUDGET FOR 2019-2020
 - a) Review and discussion of draft budget.
 - b) Other.
- 5) NEW BUSINESS
 - a) Section 16, a culvert was installed connecting to the works of ECDD.
 - b) Mr. Robert Caccavale, RE: Graham Road.
 - c) Annual Landowners' Meeting and the quarterly meeting will be held on July 1, 2019, beginning at 9:00 a.m.
 - d) Other.
- 6) CALL FOR PUBLIC COMMENTS
- 7) ADJOURNMENT

EAST CHARLOTTE DRAINAGE DISTRICT
BOARD OF SUPERVISORS
MEETING MINUTES
FOR THE MEETING HELD ON
APRIL 17, 2019, 9:00 A.M.

Website: districtsapecial.org/ecdd

BOARD OF SUPERVISORS

Mr. Jerry Newlin, President

Mr. Zachary Varner, Supervisor

Mr. Lenny Lempenau, Supervisor

FIELD SUPERINTENDENT

Mr. James Shattles

DISTRICT MANAGER/SEC./TREAS.

Ms. Dana Clement

OTHERS PRESENT

None

1) PRESIDENT CALLS THE MEETING TO ORDER

Mr. Newlin called the meeting to order at 9:00 a.m.

2) PLEDGE OF ALLEGIANCE

3) OLD BUSINESS

a) AMEND THE CANCELLATION OF THE JANUARY 16, 2019 MEETING DUE TO LACK OF QUORUM

Mr. Varner made a motion to ratify the cancellation of the January 16, 2019, meeting. Mr. Lempenau seconded. Motion passed.

b) APPROVE THE MINUTES OF THE MEETING HELD ON OCTOBER 17, 2018

Ms. Clement submitted the draft minutes for the meeting held on October 17, 2018, for the supervisors' approval.

Mr. Lempenau made a motion to approve. Mr. Varner seconded. Motion passed.

4) SECRETARY/ TREASURER'S REPORT

a) FINANCIAL REPORT FOR OCTOBER 18, 2018 THROUGH APRIL 17, 2019

Ms. Clement submitted the financial reports for the supervisors' review/comments.

Mr. Lempenau made a motion to approve the financial reports. Mr. Varner seconded. Motion passed.

b) APPROVE THE AUDIT FOR YEAR ENDING SEPTEMBER 30, 2018

Mr. Varner made a motion to approve the audit for year ending September 30, 2018. Mr. Lempenau seconded. Motion passed.

c) SCHEDULE A SPECIAL MEETING IN JUNE 2019 TO PREPARE THE DRAFT BUDGET FOR 2019-2020

The supervisors' agreed to hold a special meeting on June 19, 2019, at 9:00 a.m.

d) ANNUAL MEETING TO BE HELD JULY 1, 2019, 9:00 a.m. MR. NEWLIN'S TERM EXPIRES

Ms. Clement said the annual meeting will be held on July 1, 2019, and said that Mr. Newlin's term expires at that time.

e) NEW WEBISTE IS COMPLIANT WITH THE AMERICAN DISABILITIES ACT (ADA)

Ms. Clement stated that the website is ADA compliant, but Mr. Trachtenberg, ADA Site Compliance, said there will be an additional cost per year for auditing, maintaining the website, and for consultation services. Ms. Clement stated the annual cost will be \$400.00, which does not include the cost of remediation of documents.

Mr. Lempenau made a motion to approve \$400.00 annually to maintain the website in compliance with the ADA. Mr. Varner seconded. Motion passed.

f) FIELD REPORTS FOR OCTOBER THROUGH DECEMBER 2018 AND JANUARY THROUGH MARCH 2019

Mr. Varner made a motion to approve the field report. Mr. Lempenau seconded. Motion passed.

g) SECTION 16, SUB-LATERALS FILLED BETWEEN BLOCKS 56 AND 57, AND THE SOUTH HALF BETWEEN BLOCKS 55 & 56. NO PERMIT WAS SECURED

Mr. Shattles stated that the sub-laterals between 56 & 57, and the south half between blocks 55 and 56 had been filled, without a permit. Mr. Shattles stated he believes the property belongs to Mr. Sill.

After discussion, it was determined that a permit is to be acquired from Mr. Sill.

5) CALL FOR NEW OR OTHER BUSINESS

a) MR. CALVIN SILL, RE: PERMIT APPLICATION, INSTALLATION OF CULVERTS

The supervisors' reviewed a permit application submitted by Mr. Sill requesting permission to pipe in approximately 330 feet of an ECDD ditch that runs along the south boundary of his property, Section 16, and parallel to a larger ditch to the south that runs along the north side of Neal Road.

After discussion, the board agreed that they had too many concerns regarding the effects of this proposed project to other landowners. The supervisors said they would like to speak to Mr. Sill for an explanation of why he wants to lay the culverts, and said that he should attend the June 19, 2019, meeting.

Mr. Newlin asked Ms. Clement to have the District's engineer review Mr. Sill's request.

b) MR. NEWLIN RESIGNED EFFECTIVE JUNE 19, 2019

Mr. Newlin said that his term expires this year and he will be resigning at the June 19, 2019 meeting.

6) CALL FOR PUBLIC COMMENTS

Mr. Newlin asked if there were any public comments. There were none.

7) ADJOURNMENT

Mr. Newlin made a motion to adjourn the meeting. Mr. Lempenau seconded. Motion passed.

The meeting adjourned at 9:40 a.m.

Respectfully Submitted,
Dana Clement, Secretary/Treasurer, ECDD

Engineer's Summary

Summary of Meeting:

On 5/14/19, James and I met Mr. Calvin Sill at his property on Neal Road to discuss his proposal to pipe in approximately 330 feet of an ECDD ditch that runs along the south boundary of his property and parallel to a larger ditch to the south that runs along the north side of Neal Road. Below is a summary of the highlights of our brief meeting in the field:

1. Mr. Sill's stated his primary reason for piping in the ditch was for aesthetics. He felt the vegetation in the ditch and possibly the adjacent spoil pile/berm was an eyesore.
2. Mr. Sill indicated that he would use material from the adjacent spoil pile to cover the pipe. James cautioned that the existing spoil pile/berm blocked floodwaters to the south on Neal Road from flooding Mr. Sill's property and other portions of the ECDD.
3. There is an existing 36" CMP culvert of approximately 40 feet in length in the subject ditch providing access to Mr. Sill's property. When asked if he had consulted with an engineer on the sizing of the proposed 330 feet of culvert, Mr. Sill indicated that he had not.
4. There is also a riser on the existing 36" CMP, but James indicated that it was no longer boarded up.
5. James also pointed out to Mr. Sill that the larger CMP driveway culverts in the Neal Road ditch are badly rusted on the bottom and will need to be replaced before too long.

Technical Evaluation:

From discussion with James and review of topographic information for the area, the area that presently drains to the existing 36" CMP culvert under Mr. Sill's driveway is approximately 90 acres. To accommodate the range of expected flows with an equal or better hydraulic efficiency, it is our opinion and recommendation that if approved, the 40 linear feet of 36" CMP culvert should be 330 linear feet of 42" RCP or ADS culvert (i.e. smooth concrete or plastic inner surface).

Evaluating the potential flooding effects of removing or lowering the existing spoil pile/berm was considered beyond the scope of our analyses at this time. However, this should be considered either by PWR if subsequently authorized by the ECDD or an independent engineer engaged by Mr. Sill once the extent of this earthwork is determined.

Policy Discussion:

It is ultimately up to the ECDD governance to decide if they want to grant permission to pipe in segments of the drainage ditches. Some considerations other than the technical discussed above include:

- Is there a benefit to the ECDD? Given the flat topography of the area, piping in long stretches of ditches for aesthetic reasons is probably not a good precedent.
- Responsibilities for maintenance of the piped areas will need to be addressed.
- In this particular case, removing a portion of the existing spoil pile/berm could place Mr. Sill's property and other properties within the ECDD at risk of flooding. Evaluating this potential is beyond the anticipated scope of the technical analysis below, but can be included if authorized. The onus to demonstrate (and certify) that a proposal will not result in adverse flooding due to the lowering of the spoil pile/berm should be on Mr. Sill (or his engineer).

ECDD CURRENT FISCAL YEAR 2018/2019 and DRAFT FISCAL YEAR 2019/2020

ACCOUNT TITLES	BUDGET	SPENT IN 8 MONTHS	EST. YEAR SPENDING	EST. FUNDS TO END YEAR	EST. ACCT. BAL. Y/E	COMMENTS	BUDGET	COMMENTS (1ST DRAFT SENT TO SUPERVISORS' ON 5-20-2019)
CONTRACTURAL SERVICES	32,400.00	16,200.00	32,400.00	16,200.00	0.00	JWCD administration, \$24,000.00, and Sec./Treas. fee \$8,400.00.	32,400.00	JWCD administration, \$24,000.00, and Sec./Treas. fee \$8,400.00.
WEED CONTROL PROGRAM	26,200.00	14,000.00	21,000.00	7,000.00	5,200.00	Three full applications (63 acres each treatment, at \$63.25 per acre) \$11,955.00 (+) \$10,650 (herbicides) = \$22,605.00, Sonar, one application, (\$3,300), consultant, (\$1,650.00).	26,200.00	Three full applications (63 acres each treatment, at \$63.25 per acre) \$11,955.00 (+) \$10,650 (herbicides) = \$22,605.00, Sonar, one application, (\$3,300), consultant, (\$1,650.00).
CANAL'S MAINTENANCE	14,000.00	169.24	14,000.00	13,830.76	0.00	Mid Outfall Canal (\$11,000.00) & N/S Ditch cost share, (\$1,000.00)	12,000.00	South Outfall Canal, 1.5 miles, (\$11,000) & the N/S Ditch Cost Share (\$1,000)
ROAD'S MAINTENANCE	22,500.00	0.00	6,500.00	7,000.00	16,000.00	Spot repairs (contractor utilizing asphalt) to Graham Road, (\$15,000), bagged black top patch to maintain holes in black top roads, (JWCD), (\$1,000.00), shell/grading (\$6,000.00), signs (\$500.00).	22,500.00	Spot repairs (contractor utilizing asphalt) to Graham Road, (\$15,000), bagged black top patch to maintain holes in black top roads, (JWCD), (\$1,000.00), shell/grading (\$6,000.00), signs (\$500.00).
CONTROL STRUCTURES	9,500.00	0.00	9,766.50	9,766.50	-266.50	See culverts & installation explanation.	8,600.00	See culverts & installation explanation.
WATER ANALYSES	240.00	48.00	240.00	192.00	0.00	Conductivity tests, wells 2, 6, 13, 14, & 55, 3 x's.	240.00	Conductivity tests, wells 2, 6, 13, 14, & 55, 3 x's.
LEGAL SERVICES	7,500.00	245.40	1,500.00	1,254.60	6,000.00	Legal representation.	7,500.00	Legal representation.
ENGINEERING SERVICES	7,500.00	0.00	1,500.00	1,500.00	6,000.00	General engineering services, annual report & the inventory & verify accuracy of all withdrawals.	7,500.00	General engineering services, annual report & the inventory & verify accuracy of all withdrawals.
AUDITING SERVICES, Y/E 2018	8,500.00	7,641.00	8,500.00	859.00	0.00	Audit fiscal year ending September 2018.	5,810.00	Audit fiscal year ending September 2019.
TAX COLLECTOR'S FEE 2%	3,197.24	3,272.00	3,302.00	30.00	-104.76	Explained under sub-total amount.	3,583.44	Explained under sub-total amount.
TAX REVENUES DISCOUNTS	6,394.48	4,606.48	4,606.48	0.00	1,788.00	Explained under sub-total amount.	5,375.16	Explained under sub-total amount.
TAX ROLL PREPARATION FEE	250.00	137.50	137.50	0.00	112.50	Fee for preparation of tax roll by Charlotte County.	250.00	Fee for preparation of tax roll by Charlotte County.
OFFICE EXPENSES	2,050.00	972.00	2,050.00	1,078.00	0.00	Phone service, (\$720.00), postage, (\$170.00), I.T. service (\$780.00).	2,050.00	Phone service, (\$720.00), postage, (\$170.00), I.T. service (\$780.00).
ADA COMPLIANCE	0.00	0.00	0.00	0.00	0.00	ADA compliant website and remediated documents.	400.00	ADA compliant website and remediated documents.
MTNG & MEMBERSHIP'S DUES	1,200.00	750.00	1,200.00	450.00	0.00	Dept. of Economic Opportunities, annual fee, (\$175.00), FASD, (\$570.00), Meeting room, 6 meetings @ \$75.00 per meeting (\$450.00).	1,200.00	Dept. of Economic Opportunities, annual fee, (\$175.00), FASD, (\$570.00), Meeting room, 6 meetings @ \$75.00 per meeting (\$450.00).
MISCELLANEOUS EXPENSES	500.00	0.00	250.00	250.00	250.00	Legal notifications, other.	500.00	Legal notifications, other.
INSURANCE 2018/2019	3,700.00	3,250.00	3,250.00	0.00	450.00	Gen. & Public Officials' Liab. Ins. For 18-19, bond for Sec./Treas.	3,700.00	Gen. & Public Officials' Liab. Ins. For 18-19, bond for Sec./Treas.
DISCHARGE PUMP, SEC. 16	500.00	0.00	0.00	0.00	500.00	Oil, belts, fuel, parts and labor.	500.00	Oil, belts, fuel, parts and labor.
RESERVE	11,500.00	1,870.51	1,871.00	0.49	9,629.00	For contingencies.	11,500.00	For contingencies.
CREDIT LINE INTEREST	275.00	0.00	0.00	0.00	275.00	Estimated interest on a line of credit for operational purposes.	275.00	Estimated interest on a line of credit for operational purposes.
ROAD'S PAVING LOAN	93,000.00	54,198.00	93,000.00	38,802.00	0.00	Roads paving project, 10 year loan, 4%. Monthly payments are \$7,742.45. Loan matures on 4-2021.	93,000.00	Roads paving project, 10 year loan, 4%. Monthly payments are \$7,742.45. Loan matures on 4-2021.
TOTAL	\$ 241,315.00	107,360.13	205,073.48	98,213.35	45,833.24	SUB-TOTAL	\$ 236,125.00	SUB-TOTAL
LESS EST. MISC. RECEIVABLES	2,452.96					LESS ESTIMATED RECEIVABLES: Alico, \$1,040.00, annual, outside user's fee, annual payments, Bermont Drainage District, \$1,412.96, annually, in perpetuity.	2,452.96	LESS ESTIMATED RECEIVABLES: Alico, \$1,040.00, annual outside user's fee, and Bermont Drainage District, \$1,412.96, annually, in perpetuity.
LESS ESTIMATED CARRY-OVER	79,000.00					LESS ESTIMATED CARRY-OVER	54,500.00	LESS ESTIMATED CARRY-OVER
SUB-TOTAL	\$159,862.04					SUB-TOTAL	\$179,172.04	SUB-TOTAL
	9,591.72					Sub-total (x) tax collector's fee (2%) \$3,197.24 and early payment discounts (4.0%) \$6,394.48 = 6% of sub-total.	8,958.60	Sub-total (x) tax collector's fee (2%) \$3,583.44 and early payment discounts (3.0%) \$5,375.16 = 5% of sub-total.
TOTAL	\$169,453.76					(-) \$93,000.00 (road's paving annual loan) (-) \$6,000 (Shell Roads) = \$70,453.76 divided by 3,359.84 acres (all sections) = \$20.97 an acre for the maintenance assessment. (33% decrease from 2017-2018).	\$188,130.64	(-) \$93,000.00 (road's paving annual loan) (-) \$6,000 (Shell Roads) = \$89,130.64 divided by 3,359.84 acres (all sections) = \$26.53 an acre for the maintenance assessment.
Unit 1, 20' roadways						\$93,000.00 (roads paving annual payment) divided by 3,359.84 acres (all sections) = \$27.68 x 73% = \$20.21 an acre	Unit 1, 20' roadways	\$93,000.00 (roads paving annual payment) divided by 3,359.84 acres (all sections) = \$27.68 x 73% = \$20.21 an acre
Unit 2, 16' roadways						\$93,000.00 divided by 1,280.00 acres (sections 16 & 22) = \$72.66 x 27% = \$19.62 an acre.	Unit 2, 16' roadways	\$93,000.00 divided by 1,280.00 acres (sections 16 & 22) = \$72.66 x 27% = \$19.62 an acre.
Unit 3, Shell Road's Maint.						\$6,000.00 (Road's Maint. Budget) divided by 2,079.84 acres (all sections, except 16 & 22) = \$2.89 an acre.	Unit 3, Shell Road's Maint.	\$6,000.00 (Road's Maint. Budget) divided by 2,079.84 acres (all sections, except 16 & 22) = \$2.89 an acre.
Unit 1						Total assessment = \$20.97 (maint. rate) and \$20.21 (unit 1) and \$2.89 (shell road's unit) = \$44.07 per acre (x) 2,079.84 ac. All acres except 16 & 22.	Unit 1	Total assessment = \$26.53 (maint. rate) and \$20.21 (unit 1) and \$2.89 (shell road's unit) = \$49.63 per acre (x) 2,079.84 ac. All acres except 16 & 22.
Unit 2						Total assessment = \$20.97 (maint. rate) and \$20.21 (unit 1) and \$19.62 (unit 2) = \$60.80 per acre x 1,280 acres, just sections 16 & 22.	Unit 2	Total assessment = \$26.53 (maint. rate) and \$20.21 (unit 1) and \$19.62 (unit 2) = \$66.36 per acre x 1,280 acres, just sections 16 & 22.

Completed on May 20, 2019

* Current cash status: \$151,928.00 (-) \$97,000.00 (estimated funds to end 2018-2019 year) = \$ 54,500.00 estimated carry-over into the 2019-2020 year.