

**BOARD OF SUPERVISORS MONTHLY MEETING  
OF THE SAN CARLOS ESTATES WATER CONTROL DISTRICT  
MONDAY, AUGUST 21, 2023 6:00 P.M.  
GULF SHORE CHURCH, 25300 BERNWOOD PARKWAY , BONITA SPRINGS FL 34135**

1. **Call Meeting to Order:** Jim Bradford called the meeting to Order at 6:03 PM.
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); Audrey Medeiros, Manager and Superintendent of Operations (Audrey) and Secretary/Treasurer Chris Lawson (Chris) and 12 guests
3. **Receive Engineer's Report on District Works:**  
13 open permit applications under review; 1 new permits application; 0 closed permits; 12 inspections on different lots

Vacuum Digg – Ron gave a report on the work and performance by the culvert and pipe cleaning performed by Vacuum Digg as well as differences with the billings and the proposal. Ron is negotiating with Vacuum Digg and will meet with their representatives to review and finalize the bill.

4. **Manager's Report**

Audrey provided a report of activities. She and Jim will be meeting with another company that performs a similar service called Shenandoah on Tuesday, 08/22/2023. Hyacinth Control did visit the community and confirmed that we do not have water lettuce or hyacinth in our canals. FPL will be installing two new streetlights – one at the Stillwell gate entrance and the other on Strike Lane – for safety. Audrey also met with a representative from Collier Paving and Concrete. Stillwell Parkway and Strike Lane were surveyed, and he indicated that the roads were in good condition. An estimate will be provided for repairs. She will be meeting with other vendors who provide the same service.

A discussion followed regarding the gate and unauthorized use by trucks and others who are not residents of the District. The discussion was followed to another concerning with people running the stop signs in the District causing near accidents.

5. **Chair's Report:**

Jim thanked everyone who came and helped this past Saturday. Tony and his wife were instrumental in setting up a road clean up project where they donated the pots, plants, and time to clean up the entrance of the District. Others came to help dig holes for the fences and spent about four hours. Then Gerald's Tree Service came the next day and cleaned up the vegetation on other side of the road.

Jim reviewed the FEMA projects he and others have been working on since Hurricane Ian. In addition to that, grant applications have been submitted on behalf of the District largely due to the work of Peter DeBaz.

6. **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 August 31, 2023. The financial reports and bank statements for the months of June and July 2023 were presented for approval. The Board had no questions.

**7. Attorney’s Report:**

Richard reminded everyone of the policy for a competitive selection process. He suggested that when speaking with vendors for work requiring competitive selection to use the term “estimate”, so they do believe that they have already been selected to provide the work by providing an estimate. Questions and discussion followed.

**8. Amendments to the Meeting Agenda**

None

**9. Public Input on Business Agenda Items (3-minute limit)**

A guest asked what advertising was being done to get contracts. In response, it was explained that a bid package is put together and then emailed out to known service providers. In addition, it is placed on the website, published in the newspaper and by word of mouth.

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

**a. Meeting Minutes Approval – 07/17/2023**

**b. Meeting Minutes Approval – 08/09/2023**

**c. Financial Report and Bank Statement Approval –06/30/2023 Financial Reports and 06/30/2023 Bank Statements; 07/31/2023 Financial Reports and 07/31/2023 Bank Statements; 08/31/2023 Bills and 08/31/2023 Financial Reports as of 08/21/2023**

**d. Contracts – Canal and perimeter road cleaning; roadway trimming; etal.**

Ron discussed that on 08/02/2023 he sent Gerald’s Tree Service (Gerald) an email with a scope of services with general conditions for the maintenance that had been discussed with Jim. It is generally based on the previous contract however some aspects have been expanded. This is a one-time catch up event but there is latitude to extend should the Board desire. Ron has not received any questions or comments from Gerald though he believes that most discussions with Gerald have been with Jim. Ron went on to elaborate on the modified expanded scope of services. Jim offered his comments. John had some questions for Ron which he responded regarding the exotic vegetation in the right of ways and canals.

John wanted the Board to authorize Richard to draft an agreement between the District and landowners to allow Board contractors to enter onto private property to control exotics. Richard agreed to work on a document.

**e. FY 2023/2024 Budget**

The Board discussed the preliminary budget and decided upon adjustments after their discussion and following dialogue with Richard, Ron, and the guests. Ron is to provide information on the cost of a flow study survey at the next meeting for the final budget discussion.

**f. FY 2023/2024 Resolution for General Maintenance and CIP PH I**

Based on the budget discussion, an assessment rate for the FYE 09/30/2024 was agreed upon at a rate of \$570.53 per acre. The assessment rate for the FYE 09/30/2023 CIP PH I Unit 1 at \$349.01 per acre; Unit 2 at \$209.40 per acre and Unit 3 at \$523.51 per acre. Richard presented the Resolution for the Board’s approval for the 2023-2024 General Maintenance and the CIP PH I assessments. Jim asked for public input. There was one question regarding if It was approved and executed by the Board.

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

- Approve the July 17, 2023 Monthly Meeting Minutes: Jennifer made the motion to approve the July 17, 2023 monthly meeting minutes. John seconded the motion. Motion passed 3-0.
- Approve the August 9, 2023 Monthly Meeting Minutes: Jennifer made the motion to approve the August 9, 2023 monthly meeting minutes. John seconded the motion. Motion passed 3-0.
- Approve the June 30, 2023 Bank Statements: John made the motion to approve the June 30, 2023 bank statements Jennifer seconded the motion. Motion passed 3-0.
- Approve the June 30, 2023 Financial Reports: John made the motion to approve the June 30, 2023 financial reports. Jennifer seconded the motion. Motion passed 3-0.
- Approve the July 31, 2023 Bank Statements: John made the motion to approve the July 31, 2023 bank statements Jennifer seconded the motion. Motion passed 3-0.
- Approve the July 31, 2023 Financial Reports: John made the motion to approve the July 31, 2023 financial reports. Jennifer seconded the motion. Motion passed 3-0.
- Approve the August 2023 bills and Financial Reports presented at the meeting: John made the motion to approve the August 2023 bills and financial reports presented at the meeting. Jennifer seconded the motion. Motion passed 3-0.
- FY 2023/2024 Assessment Resolution for General Maintenance and CIP PH I: Jim made the motion to approve the General Maintenance Assessment and CIP PH I Assessment Resolution for the fiscal year 10/01/2023 – 09/30/2024. John seconded the motion. Motion passed 3-0.

**11. Public Input (3 minute limit)**

There was a question about the overgrowth in the canals which Jim responded with that was the topic of the earlier discussion. Another guest mentioned that was recent dumping on Waterfall Dr which the Jim responded.

**12. Supervisor Comments –**

John asked whether there would be power when the streetlights are installed. He said it would be nice to have external power receptacles installed at the same time. Audrey was going to address it with FPL.

**13. Adjournment:** Jim made the motion to adjourn the monthly meeting. John seconded the motion. Motion passed 3-0. Meeting adjourned at 8:11 pm.

**SAN CARLOS ESTATES WATER CONTROL DISTRICT**  
**PRELIMINARY SUMMARY STATEMENT OF ACTIVITIES**  
For the Eleven Months Ended August 31, 2023 (Unaudited)

Revenues	Original Budget	Actual Amount	Variance (\$)	%
Fund Balance Carry Forward as of 10/01/2022	\$ 1,037,679			
Bank Interest	\$ 15,000	\$ 35,842	\$ 20,842	239%
CIP PH 1 LCTC Other Income	\$ 400	\$ 1,160	\$ 760	290%
CIP PH 1 Payoff Receipts	\$ 5,967	\$ -	\$ (5,967)	0%
CIP PH 1 Tax Revenue	\$ 562,325	\$ 561,320	\$ (1,005)	100%
General Maintenance LCTC Other Income	\$ 1,100	\$ 2,263	\$ 1,163	206%
General Maintenance Tax Revenue	\$ 595,652	\$ 594,401	\$ (1,251)	100%
Other Income	\$ 23,750	\$ 24,467	\$ 717	103%
Other Income - CIP PH 1 Bank refund	\$ -	\$ 2,075	\$ 2,075	N/A
Use and Connection Permit Fee	\$ 9,000	\$ 9,800	\$ 800	109%
<b>Total Revenues</b>	<b>\$ 1,213,194</b>	<b>\$ 1,231,328.97</b>	<b>\$ 18,135</b>	<b>101%</b>

Total Revenues and cash carry forward<sup>123</sup> \$ 2,250,873

Expenditures				
Administration	\$ 79,308	\$ 58,875	\$ (20,433)	74%
Auditor	\$ 13,500	\$ 13,500	\$ -	100%
Bank Fees	\$ 3,000	\$ 2,920	\$ (80)	97%
CIP PH 1 Lee County Tax Collector Commissions	\$ 1,123	\$ 1,115	\$ (8)	99%
CIP PH 1 Lee County Tax Collector Discounts	\$ 16,870	\$ 18,801	\$ 1,931	111%
CIP PH 1 Loan Interest	\$ 36,445	\$ 32,014	\$ (4,431)	88%
CIP PH 1 Loan Principal Paydown	\$ 517,140	\$ 518,851	\$ 1,711	100%
Drainage	\$ 134,800	\$ 4,865	\$ (129,935)	4%
Drainage attributable to Hurricane Ian	\$ -	\$ 163,905	\$ 163,905	N/A
Engineer	\$ 88,000	\$ 78,021	\$ (9,979)	89%
Engineer attributable to Hurricane Ian	\$ -	\$ 23,204	\$ 23,204	N/A
Gate	\$ 2,000	\$ 627	\$ (1,373)	31%
Gate attributable to Hurricane Ian	\$ -	\$ 11,175	\$ 11,175	N/A
General Maintenance Lee County Tax Collector Commissions	\$ 5,957	\$ 5,766	\$ (191)	97%
General Maintenance Tax Collector Discounts	\$ 17,870	\$ 19,985	\$ 2,115	112%
Insurance (FMIT)	\$ 16,000	\$ 16,424	\$ 424	103%
Lee County Property Appraiser	\$ 5,800	\$ 5,957	\$ 157	103%
Lee County Property Appraiser CIP PH I	\$ -	\$ 769	\$ 769	N/A
Legal	\$ 44,000	\$ 15,843	\$ (28,157)	36%
Legal Attributable to Hurricane Ian	\$ -	\$ 2,250	\$ 2,250	N/A
Miscellaneous	\$ 11,000	\$ 19,564	\$ 8,564	178%
Miscellaneous Attributable to Hurricane Ian	\$ -	\$ 385	\$ 385	N/A
Roads	\$ 55,000	\$ 625	\$ (54,375)	1%
Roads attributable to Hurricane Ian	\$ -	\$ 12,031	\$ 12,031	N/A
Swale Mowing	\$ 125,400	\$ 108,300	\$ (17,100)	86%
<b>Total Expenditures</b>	<b>\$ 1,173,213</b>	<b>\$ 1,135,770.96</b>	<b>\$ (37,442)</b>	<b>97%</b>

Revenues over(under) expenditures \$ 39,981 \$ 95,558 \$ 55,577

Fund Balance/Cash Carry Forward<sup>123</sup> \$ 1,077,660

Total Expenditures and reserves<sup>123</sup> \$ 2,250,873

\*1 - Assigned Funds: \$85,000 Short-Term Emergency Funds \$ 85,000  
\*2 - Assigned Funds: \$90,000 Operating Funds for Post-year-end Expenses \$ 90,000  
\*3 - Balance Unassigned Funds \$ 902,660

	AUGUST	JULY
<b>Cash Balances</b>		
Bank of America - General Maintenance	\$ 147,810	\$ 175,617
Bank of America - CIP PH I	\$ 1,421	\$ 316,155
	<u>\$ 149,230</u>	<u>\$ 491,772</u>
<b>Investments</b>		
Northern Trust Bank	\$ 16,179	\$ 16,171
Florida Prime	\$ 967,827	\$ 963,263
	<u>\$ 984,006</u>	<u>\$ 979,434</u>
<b>Total Cash and Investments</b>	<u>\$ 1,133,236</u>	<u>\$ 1,471,206</u>
Hurricane Ian Funding From Reserves	\$ 200,000	
Hurricane Ian Expenditures	\$ 212,950	
Net Total	<u>\$ (12,950)</u>	

Submitted for approval on September 23, 2023

Approved by:

