

CHARLOTTE HARBOR WATER ASSOCIATION
Board of Directors Meeting
March 15, 2023 2:00 p.m.
Minutes

Meeting was Called to order at 2:00 pm.

Stephen Vieira, President, conducted a roll call.

Directors in attendance and constituting a quorum:

Stephen Vieira, President
Richard Guimond, Vice President, via conference call
Harold (Ned) Rose, Secretary
Leroy (Lee) Phillips, Treasurer
Stephen Schwarz, Director – arrived 2:09 pm

Staff in attendance:

Scott Baker, Superintendent
Lisa Kolar, Accountant
Roger Johnson, Water Plant Manager

Others in attendance:

Christian Colarusso, Tetra Tech

APPROVAL OF MINUTES

1. Approval of minutes for the February 8, 2023 Board of Directors Regular Meeting:

Motion to Approve the minutes for the February 8, 2023 Board of Directors Regular Meeting **made by** Ned Rose, **seconded by** Richard Guimond. Vote 4 – 0. Motion passed.

OLD BUSINESS

1. Engineering Update – Christian Colarusso, Tetra Tech

- a. **Distribution System Improvements project** – There are 8 blow offs that were installed during the project that are deemed defective by the manufacturer. These will be replaced under the warranty.

The USDA is requiring that alternates to use remaining funds be in the area that had the environmental review done with the original application. Tetra Tech will review the Harbour Heights distribution system to determine the best options to suggest for the use of the funds.

- b. **Elevated Storage Tank Replacement and Booster Station project** – still waiting for the USDA approval to bid out the project. The communication tower special exception still needs to be completed.
- c. **Well Rehab project** – the project is complete with the exception of two items: Well #5 needs the submersible pump replaced; Well #7 has sand issues that need to be addressed. A board of directors work session is scheduled April 26, 2023 to review the Water Science’s report on the well production after the improvements.
- d. **R/O Water Treatment Plant and Deep Injection Well project**– after the USDA reviewed the Cost Overrun documents submitted, the USDA has decided that the funding for the project will remain the same but only for the R/O Water Treatment Plant and will not include the Deep Injection Well. An application for the Deep Injection Well will need to be resubmitted as its own project. Tetra Tech is now tasked with reviewing the Bid received from TLC Diversified and removing items from the project to drop the cost down to the funding amount approved by the USDA.

The special exception for the communication tower still needs to be completed. The Interlocal agreement with Charlotte County Utilities for bulk water purchase still needs to be done.

- e. **Service area boundaries** – Legal description is to be completed by Banks Engineering. Boundary lines will be included in the Interlocal Agreement.

2. Hurricane Ian – FEMA / Insurance update – Bruce Firmin Jr, Tetra Tech

Charlotte County Emergency Management removed their generators as of February 28, 2023. One 500kw generator is being rented from Sunbelt Rentals in lieu of renting four. It will be rented until a new generator is purchased as part of the R/O Water Treatment Plant upgrade project.

Insurance is reviewing the \$175,000 Andrew Sitework emergency service invoice and Tetra Tech Emergency invoices for reimbursement.

NEW BUSINESS

- 1. **Tetra Tech - Amendment No. 1 to Task Authorization 33 - Well Improvements** - Additional time and material for subconsultant Water Science & Associates for additional oversight of field work to complete the project in an amount of \$15,400 and additional budget to perform hydraulic modeling for raw water supply in an amount of \$2,270 for a total of \$17,670.

Motion to Authorize to sign Tetra Tech Task 33 – Well Improvements - Amendment No. 1 in the amount of \$17,670 for additional budget to complete the project **made by** Lee Phillips, **seconded by** Richard Guimond. Vote 5 – 0. Motion passed.

- 2. **Tetra Tech - Authorization 42 – Disaster Recovery Consulting Services** – Public Assistance support for collecting information required to file a FEMA Public Assistance claim for damages from Hurricane Ian and to assist with filing the claim in the amount of \$73,810.

Motion to Authorize to sign Tetra Tech Task 42 – Disaster Recovery Consulting Services in the amount of \$73,810 for Public Assistance Support for damages from Hurricane Ian **made by** Ned Rose, **seconded by** Richard Guimond. Vote 5 – 0. Motion passed.

FUTURE BUSINESS

- 1. **Upcoming meetings:**
 - a. **April 12, 2023 – 2:00 pm – Regular Meeting**
 - b. **April 26, 2023 – 2:00 pm – Workshop – Water Sciences, Well Improvements Report**
 - c. **May 10, 2023 – 2:00 pm – Regular Meeting**
 - d. **June 14, 2023 – 2:00 pm – Regular Meeting**

REPORTS

- 1. **Manager's report**
 - a. FEMA will be submitting a service connection application for 4135 Kings Hwy for 35 temporary housing units.

2. **Financial reports** – February 2023 Financial Reports (Budget vs Actual; Balance Sheet; Income Statement and Check List)

Motion to Approve the February 2023 Financial Reports **made by** Lee Phillips, **seconded by** Stephen Schwarz. Vote 5 – 0. Motion passed.

MEMBER INPUT

Stephen Vieira informed the Board that he spoke with Derek Rooney, CHWA Attorney regarding the Tavern Square complaint. Their deadline to file an appeal is April 4th. They asked for an extension. Mr. Rooney recommended not granting the extension and request a settlement instead.

Lee Phillips requested that the Board have an executive Session immediately following the regular meeting.

MOTION TO ADJOURN **Motion** to Adjourn at 2:56 pm **made by** Ned Rose, **seconded by** Stephen Schwarz. Vote 5 – 0.

Executive Session began 2:56 pm and ended 3:10 pm.

Minutes approved without / with amendments on April 12, 2023.

Motion by: Stephen Schwarz 2nd by: Ned Rose Vote: 5-0

President's Signature 