

CHARLOTTE HARBOR WATER ASSOCIATION
Annual Meeting of the Members
January 26, 2023, 5:00 p.m.
(Meeting held virtually)
Minutes

Kaye Molnar of CellaMolnar & Associates began the meeting at 5:00 p.m. and explained that this year's Annual Meeting was being held virtually. She also gave procedures to follow during and after the meeting for questions. She then introduced Stephen Vieira, President of the Board of Directors.

Stephen Vieira, President, gave a welcoming speech and introduced Ned Rose, Secretary to conduct the roll call.

Harold "Ned" Rose, Secretary, conducted a roll call. Directors in attendance and constituting a quorum were:

Stephen Vieira, President
Richard Guimond, Vice President
Leroy "Lee" Phillips, Treasurer
Harold "Ned" Rose, Secretary
Stephen Schwarz, Director

Staff in attendance:

Scott Baker, Superintendent
Angela Valentin, Office Manager

Others in attendance:

Christian Colarusso, Tetra Tech
Kaye Molnar, Public Information Officer, CellaMolnar & Associates
7 Members of Charlotte Harbor Water Association – virtually

I. Manager's Report:

- a. **Engineer's Update.** Christian Colarusso, Tetra Tech, gave a highlight of the three projects currently in progress, the Water Plant Expansion and Concentrate Disposal Project, the Distribution System Improvements Project and the Elevated Storage Tank Replacement Project. The Water Plant Expansion and Concentrate Disposal Project bids are currently under evaluation with an estimated construction period of March 2023 through March 2025. The Distribution System Improvements Project is substantially completed and under budget. Flagstaff extension and San Marco extension is pending approval by the USDA to use the remaining funds. The Elevated Storage Tank Replacement Project application is estimate to go out for bid in February 2023 with construction period of May 2023 to May 2024. Future projects include relocating the transmission lines due to the FDOT project to widen Harborview Road and applying for USDA funding in the fall of 2023 the replace distributions lines on the West side of the district.
- b. **2023 Water Rates.** Scott Baker, Superintendent, explained that a water rate study was conducted by Raftelis in 2022 that reviewed CHWA's future needs and funding sources. It was recommended that a 5.5% water rate increase be implemented which was approved by the Board in December 2022 and became effective January 1, 2023. The rate study will be updated yearly to adjust for any changes in funding requirements. Angela Valentin, Office Manager, then continued the presentation by going over the water bill explaining each section and gave an overview of setting up online access to the Customer Portal.

II. Treasurer's Report:

Lee Phillips, Treasurer presented a review of the 2022 year-end financials for the Charlotte Harbor Water Association. He noted that the association financially performed well for 2022. Water sales were above budget which was attributed to the 57 new connections. He then reviewed the costs associated with the current projects.

III. Secretary's Report:

Ned Rose, Secretary, announced that 161 proxies (10% of the members of CHWA) were needed to have a quorum. There were 216 proxies received by 12:00 pm noon on January 26, 2023 with votes as follows:

205 Proxies with Box 1 checked to "appoint, with full power of substitution, the President, Vice President, Secretary, Treasurer and Director, in that order, as my Proxy.

6 Proxies with Box 2 checked appointing, "with full power of substitution as my proxy" the following people:

Stephen Vieira - 2
Ned Rose - 1
Stephen Schwarz - 1
Director - 1
Do not know members - 1
Left blank - 1

Ned Rose then asked for a motion to accept the proxy results as announced.

Motion to accept the proxy results as announced made by Lee Phillips, seconded by Stephen Schwarz.
Vote 5 – 0. Motion Passed.

IV. Election Committee's Report:

Ned Rose stated that there are two seats on the Board whose terms have expired, Ned Rose and Richard Guimond. Both Ned Rose and Richard Guimond have expressed that they would like to be re-appointed to the board. Ned Rose said that there were two other applications were received for consideration, Ruth Buchanan and Chad Jorgensen. Election Committee nominates Ned Rose and Richard Guimond to continue to serve on the Board of Directors for a three-year term.

President, Stephen Vieira casted all 205 proxy votes accepting the Election Committee's nomination. He then called for a motion:

Motion to approve the Election Committee's nomination of Ned Rose and Richard Guimond to be reappointed to the expired seats on the Board of Director for a three-year term, made by Stephen Schwarz, seconded by Lee Phillips. Vote 3 - 0. Motion Passed.

V. Members Input and Questions:

No questions or comments were received.

VI. \$50 Gift Card drawing:

Stephen Vieira picked a proxy from all the proxies that were received by 12:00 pm noon on January 26, 2023. The proxy picked was from Brian Brunderman.

Motion to adjourn meeting at 5:36 p.m. made by Ned Rose, seconded by Lee Phillips. Vote 5 – 0.

Minutes approved without with amendments on February 8, 2023.

Motion by: Ned Rose 2nd by: Richard Guimond Vote: 3-0

President's Signature 