

CHARLOTTE HARBOR WATER ASSOCIATION
Board of Directors Meeting
February 8, 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

Directors not in attendance (excused):

Leroy (Lee) Phillips, Treasurer
Stephen Schwarz, Director

Staff in attendance:

Scott Baker, Superintendent
Lisa Kolar, Accountant

Others in attendance:

Bruce Firmin Jr, Tetra Tech
Christian Colarusso, Tetra Tech

APPROVAL OF MINUTES

1. Approval of minutes for the January 19, 2023 Board of Directors Regular Meeting:

Motion to Approve the minutes for the January 19, 2023 Board of Directors Regular Meeting **made by** Ned Rose, **seconded by** Richard Guimond. Vote 3 – 0. Motion passed.

2. Approval of minutes for the January 26, 2023 Annual Member Meeting:

Motion to Approve the minutes for the January 26, 2023 Annual Member Meeting **made by** Ned Rose, **seconded by** Richard Guimond. Vote 3 – 0. Motion passed.

OLD BUSINESS

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

Bruce Firmin Jr, Tetra Tech, gave an update with the Public Assistance application with FEMA. There are currently three FEMA category items in progress for projects that have been completed by CHWA: Cat A for Debris Removal; Cat B for Emergency Protective Measures; and Cat F for Meter Replacements. CHWA staff has loaded documents to the Tetra Tech portal and Tetra Tech analyst will begin preparing the information as required by FEMA to upload to the FEMA portal.

2. Engineering Update – Christian Colarusso, Tetra Tech

- a. **R/O Water Treatment Plant and Deep Injection Well project**– the USDA is still reviewing the cost overrun documents that were submitted to increase in obligation of funding due to the bid amounts received. Should get the details of funding form the USDA within the next week. The special exception for the communication tower still needs to be completed. Contractor will not be able to pull permits until then. The Interlocal agreement with Charlotte County Utilities for bulk water purchase still needs to be done.
- b. **Distribution System Improvements project** –Restoration, abandonment of the old lines and punch list items should be completed in April 2023. Project is ahead of schedule and under budget. The alternates to use remaining funds is still under review by the USDA.
- c. **Elevated Storage Tank Replacement and Booster Station project** – waiting for the USDA approval to bid out the project possibly later in February. The communication tower special exception still needs to be completed.

- d. **Harborview Road Widening project** – Florida Department of Transportation has provided a survey to Tetra Tech for the project. Tetra Tech needs to get with FDOT for the coordination of other utilities that will need to move their services.

Stephen Vieira told the Board that he and Scott Baker had met with a representative from Representative Steube's office to discuss grant funding possibilities for the Harborview Road Widening Watermain Relocation project.

- e. **Well Rehab project** – all wells have been acidified. Well #5 needs the submersible pump replaced. There have been substantial increases in water production and data still needs to be analyzed to determine if another well will need to be drilled to meet future demands.

- 3. **JKS Construction and Engineering, Inc. General Contractor Agreement for Hurricane Ian repairs to the buildings**
Stephen Vieira asked that the "owner" in the Agreement be changed from Scott Baker to Charlotte Harbor Water Association, Inc. He also expressed his opinion that he was not comfortable with the Agreement's progress payment schedule showing that the second half of the contract price be paid at commencement of work and not at the end of work. Scott Baker explained that he is asking that the Contractor to remove the carport prices from the Agreement and only include the building repairs for an amount of \$33,100.00. Which would then decrease the amount due at signing to \$16,550. Mr. Vieira also questioned the Choice of Forum under Paragraph 18. Governing Law shown as Hillsborough County, FL and not Charlotte County, FL.

Motion to Authorize to sign the JKS Construction and Engineering General, Inc. Contractor Agreement once the Agreement no longer includes the carports and has a contract price of \$33,100 with 50% down at acceptance \$16,550 and the remaining 50% due at completion **made by** Ned Rose, **seconded by** Richard Guimond. Vote 3 – 0. Motion passed.

- 4. **Approval of USDA cost overrun funding for Reverse Osmosis Plant Expansion / Deep Injection Well projects** – As of this meeting date the USDA has not provided the revised obligation for funding for the project due to the cost overrun. It was asked that due to the restrictive timing of responding to the USDA once the revised funding has been received by CHWA that the Board approve the funding as long as there is still a 60% loan/40% grant division of funds. If the division of funds is different than 60/40 then a meeting will be needed to discuss.

Motion to Approve the USDA's revised obligation of funds due to the cost overrun for the Reverse Osmosis Plant Expansion / Deep Injection Well Project as long as there is a 60% loan and 40% grant split **made by** Richard Guimond, **seconded by** Ned Rose. Vote 3 – 0. Motion passed.

NEW BUSINESS

- 1. **Appoint and vote on the Board of Directors seats**

Ned Rose and Richard Guimond were both re-appointed to the Board at the Annual Member meeting on January 26, 2023. It was discussed that the seats of the officers should remain the same.

Motion to keep the officers the same with Stephen Vieira, President; Richard Guimond, Vice President; Ned Rose, Secretary; Lee Phillips, Treasurer and Stephen Schwarz, Director **made by** Ned Rose, **seconded by** Richard Guimond. Vote 3 – 0. Motion passed.

2. **Charlotte County “Low Income Household Water Assistance Program Vendor Agreement” –**
Charlotte County provides a program to assist low-income households with payment of utility bills. This agreement allows Charlotte Harbor Water Association, Inc. to be a recipient of funds from the program.

Motion to Authorize to sign the Charlotte County “Low Income Household Water Assistance Program Vendor Agreement” **made by** Ned Rose, **seconded by** Richard Guimond. Vote 3 – 0. Motion passed.

FUTURE BUSINESS

1. **Upcoming meetings:**
 - a. **March 8, 2023 – 2:00 pm – Regular Meeting**
 - b. **April 12, 2023 – 2:00 pm – Regular Meeting**
 - c. **May 10, 2023 - 2:00 pm – Regular Meeting**

REPORTS

1. **Manager’s report**
 - a. The Lobby will be opened to the public on Monday, February 13, 2023.
 - b. Quotes for new generators are being collected. Insurance has approved to pay for the 100kw generator that was damaged during Hurricane Ian but has declined paying for the remaining three generators. Quotes should be ready for approval for purchase at the next Board meeting.
 - c. FEMA is setting up temporary housing on the old trailer park site located at 4135 Kings Highway. Per an article in the newspaper the plan is for 180 units. Scott will be attending the first planning meeting next Thursday with Charlotte County.
 - d. A request from Charlotte County was received to complete a letter of support for the Harborview Widening project so that they can secure a Federal RAISE grant funding. It was discussed that letter should be provided with a line added that Charlotte Harbor Water Association, Inc. would like to be included in the grant funding request to cover costs associated with relocating the water main.
2. **Financial reports – December 2022 and January 2023 Financial Reports (Budget vs Actual; Balance Sheet; Income Statement and Check List)**

Motion to Approve the December 2022 Financial Reports **made by** Ned Rose, **seconded by** Richard Guimond. Vote 3 – 0. Motion passed.

Motion to Approve the January 2023 Financial Reports **made by** Ned Rose, **seconded by** Richard Guimond. Vote 3 – 0. Motion passed.

MEMBER INPUT

Stephen Vieira requested to the Board that the Board of Directors meet for breakfast or lunch periodically to discuss items of importance to Charlotte Harbor Water Association and possibly split up the responsibility of overseeing items.

MOTION TO ADJOURN Motion to Adjourn at 3:03 pm made by Ned Rose, seconded by Richard Guimond. Vote 3 – 0.

Minutes approved without / with amendments on March ¹⁵~~8~~, 2023.

Motion by: _____ 2nd by: _____ Vote: _____

President's Signature  _____