

**JOSHUA WATER CONTROL DISTRICT (JWCD)**  
**BOARD OF SUPERVISORS**  
**MONTHLY MEETING MINUTES FOR THE MEETING HELD ON**  
**JULY 12, 2016, AT 1:00 P.M.**

District Website: [districtsapecial.org/jwcd](http://districtsapecial.org/jwcd)

**BOARD OF SUPERVISORS**

Mr. Jerry Newlin, President  
Mr. Donald Hovey, Supervisor  
Mr. Richard Strickland, Supervisor

**DISTRICT MANAGER/SEC.TREASURER**

Ms. Dana Clement

**FIELD OPERATIONS SUPERVISOR**

Mr. James Shattles

**OTHERS PRESENT**

Ms. Babs Lawton, Secretary

1) **MONTHLY MEETING CALLED TO ORDER**

a) **MR. NEWLIN CALLED THE MONTHLY MEETING TO ORDER**

Mr. Newlin called the monthly meeting to order at 1:00 p.m. in the District's offices located at 12008 N.E. Highway 70, Arcadia, Florida, on Tuesday, July 12, 2016.

2) a) **APPROVE THE MINUTES OF THE OF THE MAY 10, 2016 MEETING**

Mr. Strickland made a motion to approve the minutes of the meeting held on May 10, 2016, as presented. Mr. Hovey seconded the motion and the motion passed unanimously.

3) **ENGINEER'S REPORT**

a) None.

4) **ATTORNEY'S REPORT**

a) None.

5) **DISTRICT MANAGER'S REPORT**

a) **AERIAL WRITTEN QUOTES**

Ms. Clement said that the agreement between JWCD and Aero Tech, LLC, was terminated on June 3, 2016, and that she had solicited for written quotes for aerial applicators. Ms. Clement said, that of the four companies which were solicited, the District received only one response written response which was from Coastal Air Service, Inc.

Ms. Clement proceeded to open the enclosed quote from Coastal Air Services, received in the offices on June 18, 2016.

Ms. Clement announce that for a full spray, which is for any application over 741 acres, quoted price is \$40.00 per acre, for any acreage under 741 acres, quoted price is \$44.00 per acre, and the quoted surfactant price is \$1.35 per acre.

Mr. Strickland made a motion to accept the quote from Coastal Air Services, Inc. as submitted to JWCD. Mr. Hovey seconded the motion and the motion passed unanimously.

**b) RATIFY AUDIT BEING SENT TO AUTHORITIES**

Ms. Clement said, that at the last meeting, the draft audit was not ready due to additional requirements regarding retirement, which are now required by the Auditor General's Office. Ms. Clement said that at that time, the Board approved issuing Mr. Newlin the authorization to review the draft and if he approved of its content, to authorize her to send the audit to the required authorities.

Ms. Clement said, there was an audit comment in the audit, due to accruals placing the District over budget by \$26,800.00. Ms. Clement said that she was unaware of the accruals, until a few weeks ago when it appeared in the draft audit. Ms. Clement said that there is a rule that an amendment to the budget can be made, if made within 60 days after year's end which is September 30 of each year. Ms. Clement said that seeing she did not receive the draft audit until June, it was much too later, therein the audit comment.

Mr. Strickland made a motion to ratify the approval of the audit for year ending September 2015. Mr. Hovey seconded the motion and the motion passed unanimously.

**c) DISCUSSION ON RENEWING THE LETTER AGREEMENT WITH EAST CHARLOTTE DRAINAGE DISTRICT**

Ms. Clement said that ECDD voted at its annual meeting held in July 2016, that it wishes to continue utilizing the administrative services from JWCD for the 2016/2017 fiscal year, at a cost of \$24,000.00. Ms. Clement said that she recommends to continue the services.

Mr. Strickland made a motion to execute the Letter Agreement with East Charlotte Drainage District. Mr. Hovey seconded the motion and the motion passed unanimously.

Mr. Newlin recused himself from voting due to being on the ECDD board of supervisors.

Mr. Hovey executed the Letter Agreement.

**d) EXECUTION OF THE CREDIT LINE FOR 2016-2017**

Ms. Clement said that it is time to renew the credit line for the 2016/2017 year. Ms. Clement said that the credit line is to be secured from First State Bank, the amount is \$300,000.00, for a one year period, at a fixed rate 3.5% and that there is a \$150.00 document processing fee. Ms. Clement said that no fees, other than the \$150.00 document are to be incurred by the District unless funds are borrowed.

Mr. Strickland made a motion to approve the execution of the 2016/2017 credit line documents. Mr. Hovey seconded the motion and the motion passed unanimously.

The Board executed the loan documents.

e) **EMPLOYEE STATUS**

Ms. Clement said that Mr. Brandon Taylor was hired on June 27, 2016, as a field employee, to replace the vacancy left by Mr. Jarred Barney.

f) **REQUEST PERMISSION TO SEEK A NEW AUDITING FIRM**

Ms. Clement said that the current auditing firm has been performing the audits for the past eight years and she feels that it is time for some fresh eyes to look at the Districts financial reports. Ms. Clement said that she is requesting permission to begin the process to seek a new auditing firm.

Ms. Clement said that the process requires an auditing committee which should consist of at least two members of the Board of Supervisors and herself. Mr. Newlin and Mr. Strickland volunteered to be on the auditing committee. Ms. Clement said that there is not enough time to interview firms at the August 9, 2016, meeting, so a special meeting will have to be held to hold interviews and select a firm.

Mr. Strickland made a motion authorizing Ms. Clement to begin the process of hiring an auditing firm. Mr. Hovey seconded the motion and the motion passed unanimously.

g) **BUDGET AMENDMENT**

Ms. Clement said that the auditor suggested that the early payment discount, in regards to tax assessments, be placed in a different area of the budget. Ms. Clement said that the tax revenues discount has always been a line item in the budget, but that the amount was not included in the total amount of the budget, and the auditor would like to see it as a revenue and an expenditure. Ms. Clement said that this change increases the revenues and the expenditures on the budget, but is a wash.

Mr. Strickland made a motion to approve the budget amendment. Mr. Hovey seconded the motion and the motion passed unanimously.

Mr. Hovey and Mr. Newlin executed the budget amendment.

h) **NEXT MEETING, AUGUST 9, 2016**

Ms. Clement said that the next scheduled meeting is Tuesday, August 9, 2016, at 1:00 p.m. and that Mr. Strickland's term will expire at that time.

6) **SECRETARY/TREASURER'S REPORT**

a) **FINANCIAL REPORTS FOR MAY 11 THROUGH JULY 12, 2016**

The financial reports were submitted for the period of May 11, 2016 through July 12, 2016, for the Supervisors' review.

Mr. Strickland made a motion to approve the financial reports as submitted. Mr. Hovey seconded the motion and the motion passed unanimously.

7) **SUPERVISOR'S FIELD REPORT**

a) **FIELD REPORTS FOR MAY AND JUNE 2016**

Mr. Strickland made a motion to approve the May and June 2016, field reports as submitted. Mr. Hovey seconded the motion and the motion passed unanimously.

b) **CLEANING THE BOX CULVERT OFF OF HIGHWAY 70**

Mr. Shattles said that the project of JWCD cleaning the box culvert located off of Highway 70, has been completed.

c) **RUM CREEK RANCH, RE: CONTACT PERSON**

Mr. Newlin said that Mr. Shattles should speak Mr. Grisby, Rum Creek Ranch, and let him know that the District will always help when installing certified culverts as it is a huge benefit for the drainage of Joshua. Mr. Newlin said that Mr. Shattles should let Mr. Grisby know that JWCD can dig Rum Creek's old 48" culvert and replace it with one of JWCD's 48" x 40' culvert that is on site at the JWCD shop, and that the cost for the culvert will be \$3,600.00, and JWCD will install it free of cost, as in the past.

8) **CALL FOR NEW OR OTHER BUSINESS**

a) **REQUEST FROM ALICO, TROUBLE SPOTS IN ROADWAYS**

Mr. Newlin said that the Alico, Inc. harvesting people has made a list of some trouble road areas within the District.

Mr. Newlin said that he respectfully requests that not a lot of shell be used in the east/west direction because it increases the PH level in the soil. Mr. Newlin said that in some of the trouble areas, instead of putting shell on the entire road or putting down a lot of shell on the east/west roadways, maybe JWCD can make some pads.

Mr. Newlin asked Mr. Shattles to take a look at the locations with Mr. Strickland and approach the board at the next meeting with their analyses and recommendations.

b) **DRAFT BUDGET FOR 2016-2017**

The draft budget was reviewed and discussed. No line items were changed.

Mr. Strickland made a motion to approve the draft budget, as submitted, with a total budget amount of \$1,536,289.00 for the 2016-2017 fiscal year. Mr. Hovey seconded the motion and the motion passed unanimously.

9) **CALL FOR PUBLIC COMMENTS**

There were no public comments.

**10) PUBLIC NOTIFICATION**

“Pursuant to Section 286.0105, Florida Statutes, if any person decides to appeal any decision made by the District with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.”

**11) ADJOURNMENT**

Mr. Newlin adjourned the meeting at 1:55 p.m.

Respectfully Submitted,

Dana Clement  
Secretary/Treasurer  
Joshua Water Control District