

**JOSHUA WATER CONTROL DISTRICT (JWCD)**  
**BOARD OF SUPERVISORS**  
**MEETING MINUTES FOR**  
**July 11, 2017, 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. Melenia Watson - JWCD  
Mr. Leonard Meyer - Landowner

1) **PRESIDENT CALLS THE MEETING TO ORDER**

a) **MR. NEWLIN CALLS THE MEETING TO ORDER**

Mr. Newlin called the monthly meeting to order at 1:06 p.m. in the District's offices located at 12008 N.E. Highway 70, Arcadia, Florida, on Tuesday, July 11, 2017.

2) **OLD BUSINESS**

a) **APPROVE THE MINUTES OF THE MAY 9, 2017, MEETING**

Mr. Strickland made a motion to approve the minutes of the May 9, 2017 meeting as presented. Mr. Hovey seconded the motion and the motion passed unanimously.

b) **MR. MEYER, RE: SECTION 31, DESOTO RECYCLING DISPOSAL MOVING DIRT**

1) Mr. Newlin explained that DeSoto Recycling, landowner in Section 31, is working on a project which caused a wash out and caused silt to come over into the District's, Number 2 and Borrow Canals. Mr. Meyer said he is now controlling the water by pumping it into a 60 acre containment area located in the front of his property which has stopped the run off.

2) There was a lengthy discussion regarding the (2) 72" x 50' culverts, located between sections 32 & 33, in the Number 3 Canal. Mr. Newlin said it may be possible for the District to purchase the culverts for Mr. Meyer, and he can then reimburse the District.

3) Mr. Meyer said that he was concerned about the swirling effect that the water, located at the (2) 72" culverts located on the east side of the Borrow Canal, in Section 32, was having on the banks of the canal, and specifically the electrical pole. It was discussed that some rock might possibly be required to shore up the areas. The supervisors instructed Mr. Shattles to review the situation and see what it would take to remedy the problem.

3) **ENGINEER'S REPORT**

- a) None.

4) **ATTORNEY'S REPORT**

- a) None.

5) **DISTRICT MANAGER'S REPORT**

a) **UPDATE ON THE WEBSITE**

Ms. Clement said that it cost an additional \$200.00 to finalize the improvements to the website.

b) **ECDD ANNUAL ADMINISTRATIVE SERVICES AGREEMENT**

Ms. Clement said that the ECDD had approved renewing the annual service agreement with JWCD, for the 2017-2018 year, at a cost of \$24,000.00 to ECDD.

Mr. Strickland made a motion for JWCD to renew the service agreement with ECDD for another year. Mr. Hovey seconded the motion. Mr. Newlin abstained from voting due to the fact that he serves on both boards. The motion passed by majority of the vote.

c) **CONSIDERATION OF A CONTRACT FOR THE GENERAL MANAGER**

Ms. Clement said that she respectfully is requested that the Board consider a service contract between herself and the District. Ms. Clement said that JWCD's attorney, Mr. Terry Lewis, had reviewed the contract and had no problems with it context.

Mr. Hovey made a motion to approve a service contract with JWCD and the general manager, Dana Clement. Mr. Newlin seconded the motion. Mr. Strickland opposed. The motion passed by majority of the vote.

d) **INCIDENT INVOLVING TWO EMPLOYEES ON JUNE 19, 2017**

Ms. Clement stated that two field employees were on a culvert in the Borrow Canal pulling boards, and one of the employees fell into the water and the other employee jumped in to help him. Both employees went through the culvert and then swam to the bank. Both employees were uninjured and have been released by their physicians.

Ms. Clement said that one of the employees is back at work and the other employee was terminated.

e) **PROTOCOL FOR EMPLOYEES PULLING GRASS, ECT. FROM CULVERTS**

Ms. Clement said that due to the incident where the employees fell into the canal, she has instructed Mr. Shattles to have employees wear a life vest when pulling boards. Ms. Clement said that she would like the supervisors' direction on this matter.

Mr. Newlin said that he did not know of any OSHA standard or written rules that obligate employees to wear life vests. Mr. Newlin stated that he would not like to require employees to wear a vest, because, he, himself would feel safer without one. Mr. Newlin stated the vest can get hung up on objects in the water and hold you down. Mr. Strickland concurred. Mr. Newlin stated that the district has not had any incidents in the past 40 years. Mr. Newlin stated that JWCD should always have two employees working together, at all times when pulling boards and clearing debris from the culverts. Mr. Strickland said that the floating devices should be made available to all field employees, and they then have the option to choose whether or not to wear one.

f) **UPDATE ON EMPLOYEE HANDBOOK**

Ms. Clement stated the JWCD attorney, Mr. Glen Thompson of Lewis, Longman and Walker, has advised that the District update its employee handbook. Ms. Clement said Mr. Thompson estimated the cost to update will be \$3,500.00 to \$4,500.00.

Ms. Clement said she will contact FASD and ask for copies of other district's handbooks.

g) **NEXT MEETING IS JULY 11, 2017**

Ms. Clement said that the next JWCD meeting, which is the annual meeting, is to be held on Tuesday, August 8, 2017, at 1:00 p.m. Ms. Clement stated that Mr. Hovey is up for re-election. Mr. Strickland stated he will not be in attendance.

h) **APPROVAL AND EXECUTION OF THE CREDIT LINE LOAN DOCUMENTS FEES FOR 2017/2018**

Ms. Clement said that it is time to renew the annual credit line at First State Bank. Ms. Clement said the credit line is in the amount of \$300,000.00, with a fixed interest rate of 4.25%. Ms. Clement said that there are no interest charges unless the District draws on the loan. Ms. Clement said that First State Bank is charging \$150.00 for a documentation preparation fee.

Mr. Strickland made a motion to renew the loan. Mr. Hovey seconded the motion and the motion passed unanimously.

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

a) **FINANCIAL REPORT FOR MAY 10, 2017 THROUGH JULY 11, 2017**

Ms. Clement presented the financial report for the period of May 10, 2017 through July 11, 2017, for all to review.

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

7) **SUPERVISOR'S FIELD REPORT**

a) **FIELD REPORTS FOR APRIL, MAY AND JUNE 2017**

The field reports were submitted for the supervisors' review and comments.

b) **UPDATE ON THE CANAL CLEANING BEING PREFORMEND AT RUM CREEK RANCH**

Mr. Shattles said, that he recently moved JWCD's machine from Rum Creek Ranch to the District, due to rain. Mr. Shattles said that JWCD has cleaned three miles of the canal located south of Highway 70, into Rum Creek Ranch, and will resume cleaning in the fall.

Mr. Strickland made a motion to approve the field report as presented. Mr. Hovey seconded the motion and the motion passed unanimously.

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

a) **REVIEW OF THE DRAFT BUDGET FOR 2017/2018 FISCAL YEAR**

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

Mr. Newlin said that the budget includes purchasing a new tractor and as the tractor is a necessity, his recommendation is to approve its purchase.

Ms. Clement said, that due to the holiday season, there might not be a November meeting, at which time, she asks if the employees can receive a year-end bonus. Ms. Clement said, she just wants the supervisors to know, that the draft budget includes year-end bonuses. Mr. Newlin stated that the issuance of bonuses can then be ratified at the following meeting.

Mr. Strickland made a motion to approve the draft budget, as submitted, with a total budget amount of \$1,464,928.00 for the 2017-2018 fiscal year. Mr. Hovey seconded the motion and the motion passed unanimously.

9) **CALL FOR PUBLIC COMMENTS**

There were no public comments.

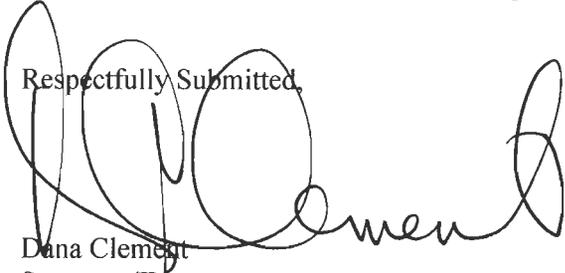
10) **PUBLIC NOTIFICATION**

"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 2:50 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Dana Clement". The signature is written in a cursive style with large, overlapping loops.

Dana Clement  
Secretary/Treasurer  
Joshua Water Control District