

**JOSHUA WATER CONTROL DISTRICT (JWCD)**  
**BOARD OF SUPERVISORS**  
**MONTHLY MEETING MINUTES FOR THE MEETING HELD ON**  
**MAY 10, 2016, AT 1:00 P.M.**

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

**BOARD OF SUPERVISORS**

Mr. Jerry Newlin, President - absent  
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. STRICKLAND CALLS THE MONTHLY MEETING TO ORDER**

Mr. Strickland called the monthly meeting to order at 1:02 p.m. in the District's office located at 12008 N.E. Highway 70, Arcadia, Florida, on Tuesday, May 10, 2016.

Mr. Strickland said that due to a conflict in his schedule, Mr. Newlin was not in attendance.

**2) a) RATIFY THE CANCELLATION OF THE MARCH 8, 2016**

Mr. Hovey made a motion to ratify the cancellation of the March 8, 2016 meeting. Mr. Strickland seconded the motion and the motion passed unanimously.

**b) APPROVE THE MINUTES OF THE OF THE JANUARY 12, 2016 MEETING AND THE FEBRUARY 8, 2016 SPECIAL MEETING**

Mr. Hovey made a motion to approve the minutes of the meeting held on January 12, 2016, and the special meeting held on February 8, 2016, as presented. Mr. Strickland 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) **EXTENSION AND AMENDMENT OF CONTRACT WITH AERIAL APPLICATOR, AERO TECH HELICOPTERS, LLC**

Ms. Clement said she is recommending that Aero Tech Helicopters, LLC be replaced as the District's aerial applicator. Ms. Clement said that the current aerial spray is Aero Tech's fifth application and that each spray has had spots that have had to be re-sprayed.

Ms. Clement said that Aero Tech has increased their price on the surfactant costs from .98 cents per acre to \$3.89 per acre, and that their turn-around time from when they were notified of the current spray was 18 days, and even though there were windy conditions, they should have responded sooner.

Mr. Clement said that her recommendation is to let Aero Tech Helicopters complete the current application and to then terminate their contract according to the contract terms. After that, she will secure written quotes from aerial applicators. Ms. Clement said that she did speak with the District's attorney regarding securing written quotes versus written bids and Mr. Lewis was fine with that process. Ms. Clement said that the difference between the two, is advertising in a local newspaper which costs the district a lot of money and no applicators ever see the advertisement. Ms. Clement said that she will send the bid package to all interested contractors, just as she does when it is advertised, will secure written bids, and open them at the meeting to be held on July 12, 2016.

Mr. Strickland made a motion to terminate the contract with Aero Tech Helicopters, LLC, after the current application is completed, and to then secure quotes from aerial applicators. If in the interim a spray is necessary, Coastal Air Service is available. Mr. Hovey seconded the motion and the motion passed unanimously.

b) **NEW EMPLOYEE**

Ms. Clement said that Mr. Caban retired on January 29, 2016 and that JWCD hired Mr. Jarred Barney on February 29, 2016.

c) **NEXT MEETING JULY 12, 2016**

Ms. Clement said that the next regular meeting is scheduled for Tuesday, July 12, 2016, at 1:00 p.m.

d) **BOOTS SUPPLIED TO FIELD EMPLOYEES**

Ms. Clement said, that the District, in an effort to make the work environment safer for the employees, purchased boots for the field personnel. Ms. Clement said that the District paid up to \$100.00, and any cost over the \$100.00 was the responsibility of the employee.

e) **PROJECT BY DESOTO RECYCLING & DISPOSAL, RE: BRIDGE ON THE BORROW CANAL**

Ms. Clement said, as the Supervisors are aware, DeSoto Recycling and Disposal built a bridge over the Borrow Canal, and Mr. Shattles has been keeping up with the progression of the project. Mr. Shattles said that the bridge is almost complete, except for the driveway. The Board asked Mr. Shattles to continue to monitor the project.

**f) DRAFT AUDIT FOR YEAR ENDING SEPTEMBER 2015**

Ms. Clement said that according to legislation, all entities must submit its audit to the Auditor General and the Department of Finance, within 9 months of the entities' fiscal year. For JWCD, that will be the end of June each year. Ms. Clement said that the draft audit is not ready yet because the auditor is waiting for figures from the Florida Retirement Services, in order to complete the draft audit. Ms. Clement said, that upon completion of the draft audit, a copy will be emailed to each Board member for their review, however; there is not enough time to wait until the next scheduled meeting in July for the Board's approval. Ms. Clement asked that the supervisors authorize Mr. Newlin, President, to be able to approve the draft audit once received, so that she can submit it to the proper authorities to make the June 30, 2016, deadline.

Mr. Strickland made a motion giving Mr. Newlin the authority to review and to approve the draft audit for fiscal year ended 2015, once it is received. Mr. Hovey seconded the motion and the motion passed unanimously.

**g) RECOMMENDATION BY AUDITOR FOR DISTRICT TO ADOPT A CAPITALIZATION POLICY**

Ms. Clement said that the auditor has made a recommendation that JWCD adopt a capitalization policy for all capital asset purchases with a cost greater than \$1,000.00.

Mr. Hovey made a motion to adopt a capitalization policy for all capital asset purchases with a cost greater than \$1,000.00. Mr. Strickland seconded the motion and the motion passed unanimously.

**h) RATIFY PURCHASE OF MICRO SERVER, \$1,030.00**

Ms. Clement said that the micro server for the computers in the office, crashed and it was necessary to purchase a new one. Cost was \$1,030.00.

**i) RATIFY ATTORNEY HOURLY RATE INCREASE FROM \$265.00 TO \$295.00 PER HOUR**

Ms. Clement said that the hourly rate at Lewis, Longman and Walker has increased and requested that the Board ratify the hourly rate increase from \$265 per hour to \$295 per hour, which has occurred annually at \$10.00 per hour since 2014, and was not noticed until the other day.

Mr. Hovey made a motion to ratify the increase in the hourly rate for the District's attorney as stated. Mr. Strickland seconded the motion and the motion passed unanimously.

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

**a) FINANCIAL REPORTS FOR JANUARY 13, 2016 THROUGH MAY 10, 2016**

The financial reports were submitted for the period of January 13, 2016 through May 10, 2016, for the Supervisors' review.

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

7) **SUPERVISOR'S FIELD REPORT**

a) **FIELD REPORTS FOR JANUARY AND APRIL 2016**

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

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

a) **SET OF CULVERTS IN THE NUMBER 4 CANAL, BETWEEN SECTIONS 28 AND 29, IN THE SOUTH ROADWAY**

Mr. Shattles said that the three culverts in the FARMS Project located in the Number 4 Canal, between Sections 28 and 29, are disintegrating and that he needs to replace the three 72" x 60' culverts to make the required repairs.

Mr. Shattles said that three 72" x 50' culverts were going to be purchased this fiscal year that were planned to be used for Bottom Rock Road, and he is now requesting that the district purchase three 72" x 60' now, to be utilized in the FARMS Project, because those culverts are in dire need of the replacement. Mr. Shattles said that he will then replace schedule the other three culverts (for Bottom Rock Road) to be purchased in the 2016-2017 fiscal year.

Mr. Hovey made a motion to purchase the three, 72" x 60' replacement culverts for the FARMS Project now, and to then budget for three, 72" x 50' culverts in the 2016-2017 fiscal year, for installation at Bottom Rock Road. Mr. Strickland seconded the motion and the motion passed unanimously.

10) **PERMITS ISSUED OR APPLICATIONS SUBMITTED**

None.

11) **CALL FOR PUBLIC COMMENTS**

There were no public comments.

12) **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."

Joshua Water Control District  
Minutes of the Monthly Meeting  
May 10, 2016

**13) ADJOURNMENT**

Mr. Strickland adjourned the meeting at 1:14 p.m.

Respectfully Submitted,

Dana Clement  
Secretary/Treasurer  
Joshua Water Control District