

## MEETING RECAP

Regular Board Meeting Date	Actual Start Time
April 26, 2018	6:00 PM

### Board Members Present

Steve Berube	X	Chairman
Ray Walls (on phone)	X	Vice Chairman
Kerul Kassel	X	Assistant Secretary
William Bokunic	X	Assistant Secretary
David Farnsworth	X	Assistant Secretary

### Consultants & Staff Present

Robert Koncar	X	District Manager
Tim Qualls	X	District Counsel
Gerhard van der Snel	X	Field Manager
Kristen Suit	X	District Manager
Alan Baldwin	X	Accounting Manager

## REGULAR BOARD MEETING

**Accept cash donation from Troop 1434 for \$579 for purchase of a bench**

**With a plaque stating that it was donated by Troop 1434:**

Motion by Supervisor Kassel and Second by Supervisor Bokunic;

Approve 5-0

**Approval of Meeting Minutes [March 29, 2018]:**

**Make change to page 20 on the meeting minutes in the middle of the page:**

**Mr. Qualls comment needs to be changed to read "it is important" not "it is recorded":**

Motion by Supervisor Kassel and second by Supervisor Bokunic;

Approved 5-0

**Approval of Servello Proposal for Contract Amendment for Not to exceed amount of \$5,775**

**[Subject to revised contract proposal]:**

Motion by Supervisor Berube and Second by Supervisor Farnsworth;

Approved 5-0

**Approval of Salary Range with the following changes:**

**a) Change name of the chart to Wage Range,**

**b) Add to the personnel manual as an addendum,**

**c) Convert hourly rate positions to hourly rate as opposed to annual amount:**

Motion by Supervisor Kassel and Second by Supervisor Farnsworth;

Approved 5-0.

**Approval of the use of the Uniform Method of Collection for all Assessments of District Property:**

Motion by Supervisor Kassel and Second by Supervisor Farnsworth;

Approved 5-0.

**Approval to Borrow \$109,000 from the General Fund to make May 1st bond payment:**

Motion by Supervisor Farnsworth and Second by Supervisor Kassel;

Approved 5-0.

**Approval of Financials and Check Register:**

Motion by Supervisor Kassel and Second by Supervisor Berube;

Approved 5-0

**Approval of Boat Purchases for \$8,207 and \$250 for delivery**

**To be taken from the unassigned fund balance.**

Motion by Supervisor Berube and Second by Supervisor Walls;

Approved 5-0

**Approval of Hard Scape World Proposal for \$4,500**

**To be taken from unassigned fund balance.**

Motion by Supervisor Kassel and Second by Supervisor Bokunic;

Approved 5-0

**Approval to Have Gator Trapper Come onto the District Property**

**When there is a Call about a Nuisance Alligator and Remove It.**

Motion by Supervisor Walls and Second by Supervisor Farnsworth;

Motion approved 4-1  
with Supv Kassel Opposed

**Approval of the Invoices, Financials and Check Register:**

Motion by Supervisor Kassel and Second by Supervisor Farnsworth;

Approved 5-0

## ACTION ITEMS / FOLLOW UP

Item	Due Date	Assigned to
Correct meeting minutes on page 20 middle of page: Mr. Quall's comments it is "important", not it is "recorded". Make changes. No other changes to the meeting minutes.	05/10/2018	Recording Department
Get the problems resolved with the Board emails, ASAP. District Manager talked with Gary Hutton and has contacted the InfraMark IT Department for a quick and complete solution.	Immediately	
Take the addendum to the Servello contract and change the language to match the District's standard language for such contracts. Board approved contract for the addendum for not to exceed \$5,775, subject to acceptable contract.	05/01/2018	Tim Qualls & Servello
Servello to review landscape around fence at the dog park.	05/05/2018	Servello
District Engineer to contact pipeline company to see if the District could pave over the road (land swap area). Gerhard to get proposal for paving and/or repair. Review and report back.	05/18/2018	District Engineer and Gerhard.
District Counsel to check with the HROA about an interlocal agreement for parking area.	05/18/2018	District Counsel to follow up
District Counsel to update agreement with Servello for compound area for the storage of their equipment.	05/10/2018	District Counsel to follow up
District Counsel and Supervisor Walls to work with Gerhard on documentation of evidence for the Davey Tree letter.		District Counsel to follow up and report back.
Set hearing for the PoolWorks request for a hearing at the May meeting. District Counsel to send official notice to PoolWorks of the hearing.	05/15/2018	Recording Department and District Counsel
Follow up on resident that had encroachment with their pool on District Property. The encouragement did not encroach on the District property. District Counsel to send letter to resident about cost incurred by the District for investigation of this matter and to seek recovery of some of the costs.	05/10/2018	District Counsel
Approval of the salary range: convert to hourly rate for hourly employees, change to Wage Range, and add to the personnel manual as an addendum. <b>See Attached</b>	05/10/2018	District Manager
Change the line for R & M Tree trimming so that the following items are moved to the Misc. line item: a) Servello work on Butterfly Drive work, b) Arbor tree service, c) tree and stump removal	05/10/2018	Finance Team
Follow up on payments to OUC from the capital fund. The Board approved an agreement in October of 2017 to purchase additional streetlights. InfraMark paid for the purchases as required in the agreement – the total purchases were \$47,035 & \$36,061. One of the payments was overpaid by \$2,000 – which we are working with the OUC to get the refund. The total payment under the agreements was \$83,096. Both the Agreements and the payments were in FY 18 which is the current Fiscal Year. <b>See Attached</b>		