

IMMOKALEE WATER & SEWER DISTRICT

1020 Sanitation Road, Immokalee, FL 34142

Telephone: (239) 658-3630

Regular Board of Commissioners Meeting

Wednesday, July 24, 2024

3:30 p.m.

MINUTES

Board Members		
Title	Name	Attendance
Chair	Joseph Brister	Present
Vice-Chair	Patricia Anne Goodnight	Present
Secretary	Bonnie Keen	Present
Treasurer	Robert Halman	Present
Commissioner	Magda Ayala	Present
Commissioner	VACANT	
Commissioner	VACANT	
Staff Present	Professional Staff Present	Guests Present
Louis Brunetti	Gary Ferrante	See sign-in sheet
Jeff Carpenter	Laura Donaldson (online)	
Sarah Catala		
Misty Smith		

I. Call to Order

Mr. Joseph Brister, Chair, called the meeting to order at 3:30 p.m.

II. Preliminaries

- a. Pledge of Allegiance

Mr. Brister led the Pledge of Allegiance.

- b. Roll Call

Ms. Misty Smith, Executive Assistant, conducted roll call. A quorum was reached.

- c. Adoption of Agenda

Motion: Ms. Goodnight moved to adopt the agenda as presented. Mr. Halman seconded the motion. The motion passed unanimously.

- d. Public Concerns

There was no public in attendance.

- e. Staff Good Cause Items

- i. Service Award Presentation for Former Commissioners

Ms. Sarah Catala, Executive Director, presented Mr. Jack Johnson Jr., who recently stepped down from the Immokalee Water & Sewer District Board of Commissioners, with a service award recognizing him for the past ten years of dedication to the District. Mr. Johnson was present to accept his award.

- ii. Safety Award

Ms. Catala shared that the District received the 2024 Preferred Safety & Risk Management Member of the Year Award presented by Preferred Government Insurance Trust.

- iii. Wastewater Treatment Plant – 8” Valve Replacement
Ms. Catala reported that an emergency repair was recently completed on an 8” valve at the Wastewater Treatment Plant. The valve was broken in the off position for digester one which goes directly to the Bioset. Two quotes were requested and received quickly. Of the two quotes, the District selected the lowest bidder, Strickler Brothers Underground, Inc. in the amount of \$9,850.00.
- iv. Additional Fees for Carson Road Electrical Upgrade
Mr. Louis Brunetti, Project Engineer, reported that only one bid was received for the invitation to bid that was advertised, however, that one bid was nonresponsive and therefore, the project had to be rebid. Due to this, additional costs were incurred for engineering services. A copy of the change order was provided to the Board.

Motion: Ms. Keen made a motion to approve the additional fees for the Carson Road Electrical Upgrade project. Mr. Halman seconded the motion. The motion passed unanimously.

- f. Board Concerns
There were no Board concerns.
- g. Old Business
 - i. Administrative Office Building – Update
 - 1. Update on United States Department of Agriculture (USDA) Loan Application
Ms. Catala reported that the District received comments from USDA’s local staff pertaining to the application submitted. The comments included a lengthy list of items that would need to be addressed before resubmitting the application. Ms. Catala reported that staff are working to address the comments.
 - ii. Crown Castle Lease
Ms. Catala reported that she has had conversations with Mr. Brad Stockam from Barron Collier Companies, regarding increasing and revising the easement. Mr. Stockham indicated that there were no major concerns regarding the changes submitted to him, but that he would need to run the changes by his office, and he would get back with Ms. Catala in the coming week(s).

Ms. Laura Donaldson, District Attorney, reminded the board that once the easement is approved by them, the lease would need to be signed.
 - iii. Florida Division of Emergency Management (FDEM) Mitigation Project Updates
 - 1. Well Access Roads
Mr. Brunetti reported that preliminary plans are expected to be received on August 9, 2024.
 - 2. 10” Water Main
Mr. Brunetti reported that the 60% plans are expected to be received on August 2, 2024, and the final plans are expected to be received on September 13, 2024. Mr. Gary Ferrante, District Engineer, reported that the draft plans are ready to be submitted, however, there are a few questions that need to be answered regarding the connection on the eastern end of the water main.

- iv. Collier County Community Development Block Grant (CDBG) Update
Ms. Smith reported that the final agreement was received via FedEx today, July 24, 2024. The signed agreements are expected to be included in the Collier Board of County Commissioners meeting agenda on August 13, 2024, for final approval.

- h. New Business
None.

III. Consent Agenda

- a. Adoption of Previous Board Meeting Minutes (06/05/2024)
- b. Fixed Assets, Acquisitions, Disposals (none to report)

Motion: Ms. Goodnight moved to approve the consent agenda as presented. Mr. Halman seconded the motion. The motion passed unanimously.

IV. Action Agenda

- a. Emergency Backup System Analysis – Kim Arnold (Kimley-Horn)
While staff were assisting with the presentation setup, Ms. Catala took a moment to share that the Executive Director of the Florida Department of Environmental Protection (FDEP) South District would be visiting our District on August 8, 2024, to hear about the District’s projects and to tour the facilities.

Ms. Donaldson then reported that the District will have 60 days from today’s meeting to provide FDEP with the report in which they can then provide comments and ask questions about the report.

A brief discussion ensued about the permit modifications related to the settlement.

Ms. Kim Arnold of Kimley-Horn was then able to give her presentation on the emergency backup system. The presentation provided a summary of the analysis conducted, which was performed in accordance with the settlement agreement and in accordance with scientific standards.

A discussion ensued about routine maintenance on the spray field.

Ms. Donaldson recommended that Ms. Catala provide the report to FDEP during their visit on August 8, 2024, and then follow up with an electronic submittal after that visit. The board agreed.

Motion: Ms. Goodnight made a motion to accept the Emergency Backup System Analysis report conducted by Kimley-Horn. Mr. Halman seconded the motion. The motion passed unanimously.

- b. Capacity/Impact Fees Study Proposal
Mr. Murray Hamilton of Raftelis was in attendance virtually.

Within the board packet, the capacity/impact fee study proposal was included. The study will formally begin on January 1, 2025, with a not to exceed contract amount of \$45,000.00. Ms. Catala’s recommendation was to approve the proposal and allow her to sign and submit.

Motion: Ms. Goodnight made a motion to approve the Capacity/Impact Fees Study proposal and to authorize the Executive Director to sign the proposal contingent on the review by the District Attorney. Mr. Halman seconded the motion. The motion passed unanimously.

- c. Water & Wastewater Revenue Sufficiency Study Proposal
Ms. Catala reported that in the next fiscal year, it will be critical to conduct a revenue sufficiency study. The proposal was included in the board packet. The study will formally begin after March 1, 2025, with a not to exceed contract amount of \$51,000.00. Ms. Catala's recommendation was to approve the proposal and allow her to sign and submit.

Motion: Ms. Goodnight made a motion to approve the Water & Wastewater Revenue Sufficiency Study proposal and to authorize the Executive Director to sign the proposal contingent on the review by the District Attorney. Ms. Keen seconded the motion. The motion passed unanimously.

- d. Demolition of Structures on Property – 414 New Market Road
Ms. Catala provided a handout with a written writeup for a request of a not to exceed amount of \$23,200.00 to demolish the existing structures at 414 New Market Road.

Ms. Catala reminded the board that there is currently no security fence on the property. She then reported that three estimates were received and included in her handouts. The lowest estimate was submitted by Graystone (not including the cost of a permit). The not to exceed amount was requested so that in the event Graystone cannot get to the sight to complete the work in a reasonably quick timeframe, staff would like to go to the next contractor, Raybern, who submitted an estimate, to get the work done. The District will pull the permit.

Ms. Catala explained that trees and shrubbery (overgrowth) removal were not included in the estimates as that activity will need to occur separately pending further examination of the existing fence line by a neighboring resident. A discussion ensued.

Motion: Ms. Goodnight made a motion to accept the request for a not to exceed amount of \$23,200.00 to complete the demolition work at the 414 New Market Road property. Ms. Keen seconded the motion. The motion passed unanimously.

V. Discussion Agenda

- a. Executive Director's Report
Ms. Catala reported that the Florida Environmental Network Permitting Summer School event during the week of July 15th was a great experience for staff and commissioners, particularly for the networking that takes place. Ms. Catala then reported that the District will be presenting at the Florida Water and Wastewater Expo on August 22, 2024, in Punta Gorda, sharing about its wastewater collection pilot test and the future Super Smart Utility project. Lastly, she reported that there is work occurring at the federal level regarding the definition of special districts and having special districts be considered as a government entity.
 - i. Social & Networking Cruise – FASD
Ms. Catala reported that the cruise discount is still being offered at the rate of \$644 (approximately). The education component has been removed from the event.
- b. Finance Director's Report
Mr. Jeff Carpenter, Finance Director, reported that the May and June financials were included in the board packet. No questions were asked.
- c. District Engineer's Report – Weston & Sampson
Mr. Ferrante reported that there have been additional pre-application meetings with developers, specifically Pulte Family Foundation. He also provided a brief update on upcoming, ongoing projects and bids that are in process.

Ms. Catala reported that the District has a meeting scheduled with individuals from Alico

regarding availability of water and sewer in the northwest quadrant of the District's boundary.

d. Project Engineer's Report

Mr. Brunetti reported that clarifier #4 catwalk has been completed. He then touched on the TIGER grant progress which continues to be underway and lastly, he reported that the master lift station C invitation to bid is scheduled to be advertised on July 29, 2024.

e. District Attorney's Report

Ms. Donaldson reported that she has notified Collier County that the District's appropriation request was vetoed, which voids the contract signed by them and the District. Collier County has not responded yet. The TIGER grant project, as stated by Mr. Brunetti, continues to be underway.

Ms. Donaldson also reported that the District submitted the PFAS claim for the DuPont and 3M settlement related to the drinking water system. The claim administrator indicated to her that all claims submitted will be reviewed toward the end of the year and an appeal process should occur in Spring 2025.

f. Executive Assistant's Report

Ms. Smith had nothing to report.

VI. Other Public Interests

There was no public interest.

VII. Adjournment

The Board meeting adjourned at 4:56 p.m.