

**Fellsmere Water Control District  
Annual Landowners Meeting  
May 9, 2013 @10:00 a.m.**

The annual public meeting of the Landowners of the Fellsmere Water Control District was held at the office of the District 109 N. Willow Street, Fellsmere at 10:00 a.m., Thursday May 9, 2013, pursuant to public notice published in the Vero Beach Press Journal on April 22, 2013 and April 29, 2013. The meeting was called to order by the Secretary of the Board of Supervisors, Joyce Hertel.

She welcomed everyone to the 94<sup>nd</sup> Annual Landowners Meeting.

Others present were Michael Monroe, Richard Carnell, Michael O'Haire, Marvin Carter, George Simons and Rodney Tillman. Michael Monroe was elected temporary chairman and Joyce Hertel temporary secretary of the meeting, whereupon they assumed the duties of their offices.

Upon motion duly made seconded and unanimously carried, empowering and instructing him to do so, Temporary Chairman Michael Monroe appointed Marvin Carter, Michael O'Haire and George Simons and as tellers to determine all proxies, appointments, powers of attorney and other credentials for the purpose of preparing a roll of Landowners qualified to participate in this meeting to vote in the election of one Supervisor with instructions to report back as soon as possible with Marvin Carter as chairman.

George reported representation of 17,572 acres present.

Upon motion duly made, seconded and carried, Chairman Mike Monroe and Secretary Joyce Hertel were made permanent officers of the meeting.

**Notice of Landowner's Meeting**

Notice is hereby given to all it may concern that the Annual Meeting of the Landowners of the Fellsmere Water Control District will be held at the office of the District 109 N. Willow Street, Fellsmere, Florida Thursday May 9, 2013 at 10:00 a.m. At such meeting, one Supervisor will be elected. Each owner shall be entitled to one vote in person or by proxy in writing, duly signed for each acre of land owned by him in said District. The Department of Environmental Protection, at any such meeting, may represent the state, and shall have the right to vote for Supervisors or upon any matter to come before said meeting to the extent of acreage owned by the state in such District, provided such acreage is subject to assessment to water control district, which vote may be cast by any person designated by said Department.

Guardians may represent their wards, executors, administrators & personal representatives may represent estates or deceased persons and private corporations may be represented by their officers or duly authorized agents. The owners and proxy holders of District acreage who are present at a notice meeting shall constitute a quorum for the purpose holding such election. If a

person decides to appeal any decision made by the Board, with respect to any matter considered at such meeting or hearing, her will 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. Anyone who needs a special accommodation for this meeting may contact the District's office at (772)571-0640 at least 48 hours in advance of meeting. There will be a meeting of the Board of Supervisors immediately following adjournment of the Landowners Meeting.

Board of Supervisors

Mike Monroe

Richard Carnell

Clifford Tyson

The Secretary stated that said call had been published according to law in the Vero Beach Press Journal and that she had received affidavit of publication. The Notice was posted at the Fellsmere Post Office.

Upon motion duly made, seconded and unanimously carried, reading of the minutes of the previous Landowners Meeting of May 10, 2012 were waived as copies were circulated and adopted with no corrections noted. Joyce then read the roll call of the Landowners presented as follows:

Personal Acres		
Mike Monroe		1
Marvin Carter		1
Richard Carnell		1
<u>Total individuals in person</u>		<u>3</u>
Michael Monroe Proxy for:		
•	Fellsmere Joint Venture	15,551
•	Bernard Egan Groves	2,008
<u>TOTAL Corp. by</u>		<u>17,559</u>
TOTAL Acres		17,562

The annual report of the Treasurer was given by Rodney Tillman. It was reported to the Landowners that the financial affairs of the District are in order. Mr. Tillman stated that according to the audit by Kmetz, Nuttall, Etwell, Graham and company CPA the District is in reporting compliance with Chapter 120.553.C of the rules of the Auditor General. Mr. Tillman brought to the Boards attention, the Statement of Revenue and Cash Disbursement" noting there was one posted on the Bulletin Board and in the District's master file and website. This report has been approved and sent to the proper agencies. The report was ordered filed and spread upon the minutes.



The Annual report of Marvin Carter, Chief Engineer, by motion duly made, seconded and unanimously approved, as submitted was ordered filed and spread upon the minutes. The annual report of Board of Supervisors as submitted, was unanimously approved by a motion duly made, and seconded, and was ordered filed and spread upon the minutes.

Chairman Mike Monroe then stated the meeting was now in order to proceed with the nomination and election of one Supervisor for a three year term, and called for nominations. Richard Carnell was nominated for a three year term. There being no further nominations made, the Secretary was instructed on motion duly made, seconded and unanimously carried to cast the entire vote of 17,562 acres in behalf of Richard Carnell for a three (3) year term.

Oath of Supervisor  
State of Florida  
Indian River County

I, Richard Carnell do hereby solemnly swear that I will honestly, faithfully and impartially perform the duties involving upon me in office as Supervisors of Fellsmere Water Control District to which office I have been elected, and that I will not neglect any of the duties imposed upon me, Chapter 6458 of laws of Florida (acts of 1913), and all amendments thereto.

\_\_\_\_\_  
signature

Sworn to and subscribed before me this 9<sup>th</sup> day of May 2013.

Personally Known  
Produced Identification  
State of Florida

\_\_\_\_\_  
Notary Public

My commission expires

**Combined Balance Sheet**  
**All Fund Types and Account Groups**  
**FY September 30, 2012**

<b>Assets</b>	<b>General Fund</b>
Cash, collateralized	\$ 900,078
Investments	1,482,862
Capital assets, net	<u>104,119</u>
<b>Total Assets</b>	<b><u>2,487,059</u></b>

<b>Liabilities</b>	
Accounts Payable	1,278
<b>Total Liabilities</b>	<b><u>1,278</u></b>

<b>Net Assets</b>	
Invested in capital assets	104,119
Unrestricted, reported in:	
Governmental activities	1,881,662
Designated for contingencies	500,000
<b>Total Net Assets</b>	<u>2,485,781</u>

**Statement of Revenues, Expenditures, and  
Changes in Fund Balance-General Fund  
Year Ended September 30, 2012**

**General Fund**

**Revenues**

Taxes, net of discounts	\$ 268,555
Interest	14,417
Other income	2,030
<b>TOTAL REVENUE</b>	<u>285,002</u>

**Expenditures**

Aquatic Weed Control	183,849
Ditch Maintenance	91,049
General Administrative	<u>310,990</u>
<b>Total Expenditures</b>	<u>585,888</u>

Net Decrease in Fund Balance	(300,886)
Fund Balance beginning of year	<u>2,682,548</u>
Fund Balance end of year	\$ 2,381,662

**ANNUAL ENGINEER'S REPORT MAY 2013**

We are pleased to submit this annual engineer's report as a yearly summary of the engineering related activities involved in the operations and functions of the Fellsmere Water Control District (F.W.C.D.), as required under Chapter 298 of the Florida Statutes.

**CLIMATOLOGICAL REVIEW**

A November 29 National Oceanic and Atmospheric Administration (NOAA) news release on the 2012 tropical storm season notes the following: "NOAA classifies the season as above-normal. 2012 was an active year, but not exceptionally so as there were 10 busier years in the last three decades. This season marks the second consecutive year that the mid-Atlantic and Northeast suffered devastating impacts from a named storm. Sandy (in 2012), and Irene last year, caused fatalities, injuries and tremendous destruction from coastal storm surge,



heavy rainfall, inland flooding and wind. Storms struck many parts of the country this year, including tropical storms Beryl and Debby in Florida, Hurricane Isaac in Louisiana and Post-tropical Cyclone Sandy in New Jersey.”

None of the 2012 named tropical storms made landfall along the East Central Coast of Florida. Tropical Storm Beryl (May 26-30) made landfall at Jacksonville Beach with 70 MPH winds and quickly weakened to a tropical depression as it tracked northeasterly over Georgia and South Carolina. Beryl’s landfall in Jacksonville Beach, Florida was the strongest landfall in the United States for any pre-season Atlantic Tropical Cyclone on record.

Tropical Storm Debby developed on June 23<sup>rd</sup> in the Gulf of Mexico, and finally made landfall in Steinhatchee, Florida, became a tropical depression as it moved northeasterly across Florida and Georgia and dissipated in the Atlantic Ocean on June 30<sup>th</sup>.

F.W.C.D. received minimal amounts of rainfall from the outer fringes of Tropical Storms Beryl and Debby.

After crossing Haiti, the eastern tip of Cuba, the Florida Straits and into the Gulf of Mexico, Isaac was upgraded to hurricane status on August 28<sup>th</sup>. Isaac crossed westerly of the Florida Keys, delaying the Republican National Convention in Tampa for a day, and made landfall near the mouth of the Mississippi River. Based on SunAg’s rainfall data, they received approximately six (6) inches of rainfall from the outer bands of Isaac in late August.

The District received approximately 2½” of rain from Hurricane Sandy as it tracked northerly (off the East Coast of the Bahama Islands) on its way to a devastating landfall in New Jersey and New York City.

With all the other “calamities” affecting the production of citrus, weather wise, the F.W.C.D. fared well during the past hurricane and winter season without the devastating effects of a tropical storm or freeze event.

Total rainfall, as measured and recorded at the F.W.C.D. office/shop complex, for Year 2012, totaled 53.40 inches. Total average yearly rainfall as recorded at SunAg was 51.47 inches.

Recent unusual heavy rains in late April and early May, 2013, have quenched the onslaught of a typical drought frequently occurring during the normal dry season.

### **MAY 10, 2012 ANNUAL LANDOWNER’S BOARD OF SUPERVISOR’S MEETING**

At the May 10, 2012 annual landowner’s meeting, Michael Monroe was elected, for a three year term.

At the following Board of Supervisor’s organizational board meeting, the following officers were elected/appointed to serve for the following year:

President	Michael Monroe
Vice-President	Clifford Tyson
Secretary	Joyce Hertel
Treasurer	Rodney Tillman
Deputy Secretary	Jeff Bowen
Deputy Treasurer	Judy Warga

### **F.W.C.D. ANNUAL PERMIT SUMMARY**

Fourteen (14) permit applications (Numbers 114-12 through 127-13) have been submitted for consideration since the prior annual engineer’s report.



Two (2) utility permits were issued (one to FP&L for service to B & W Grower's new packing house, and the other to Peninsula Pipeline for high pressure natural gas main service to City of Fellsmere). Connection and use permits include one (1) permit for commercial business (Dollar General Store) site plan improvements; permits issued to landowner includes two outfall culverts, one new driveway culvert, two driveway culvert replacements, one permit for gate across District right-of-way, and one special use permit; one permit to City of Fellsmere for Phase 6 Paving and Drainage project along Wyoming and South Carolina Avenues and Hickory and Pine Streets; one permit to Indian River County for replacement of failed culvert in railroad ditch under Willow Street; one permit to Indian River County School District for renovation and expansion of Fellsmere Elementary School site.

The Fellsmere Elementary School Renovation Project includes the expansion of the existing stormwater lake located on campus and the construction of a second stormwater lake on City of Fellsmere property east of the campus.

A permit for proposed Florida Organic Aquaculture site plan remains outstanding, pending receipt of additional technical information required and resolution of permit compliance criteria.

A permit application with F.D.O.T. from last year, pertaining to replacement of the I-95 Bridge over the Main Canal remains open pending mediation resolution of disputed design and construction issues. The FWCD requires additional fill and rock rip rap slope stabilization treatment for the transition sections of the realigned FWCD maintenance road. The FDOT has taken a position that the rock rip rap was not included in their project scope and therefore funds were not budgeted for it.

### **CITY OF FELLSMERE (C.O.F.)**

The City of Fellsmere continues to develop strategies and implement improvements to its street and drainage infrastructure, including additional paving and drainage grants and developing a city-wide drainage swale plan for driveway culverts.

During the past year, the C.O.F. adopted a Flood Plain Management and Stormwater Utility Ordinance (Ordinance Number 2012-19), entitled, "Stormwater Management Program" for the purpose of delivering to that area exclusive stormwater services, and exercising within that area the powers provided for by law. The stormwater reserve area contains all the lands lying within the corporate limits of the City.

The C.O.F. Stormwater Management Utility Program primarily addresses the secondary drainage system within the City and water quality issues mandated by other jurisdictional agencies, but does not overlap or duplicate the responsibilities of the F.W.C.D. in the maintenance and operations of the District's primary drainage ditches, canals and flood protection functions.

The F.W.C.D. has entered into an agreement with the City of Fellsmere to participate in the funding of an update to the F.W.C.D. East Master Drainage Plan and Stormwater Hydrologic Analysis of the Gravity Drainage System, completed in 2003. The update will be performed by Carter Associates, Inc. and will benefit both the City and the F.W.C.D.

The F.W.C.D. will benefit by having the study converted to the NAVD datum which was recently adopted by the Indian River County Board of County Commissioners. Also, the update will include the use of recent Lidar topographic information. The Lidar survey method of estimating the existing ground elevations is a significant



improvement over the aerial photography method used in the original model and will improve the accuracy of the model results.

The City of Fellsmere has retained Carter Associates, Inc. to work on the Fellsmere Master Drainage Plan and will benefit by having the updated F.W.C.D. Drainage Study to use as the basis to analyze the water quality and quantity improvements of proposed future improvements. The Fellsmere Master Drainage Plan covers the original old town part of Fellsmere and the adjacent parcels annexed into the City in recent years.

The City of Fellsmere has also completed the design and permitting associated with the Fellsmere CDBG Phase 6 Project. This project includes the paving and drainage improvements along Wyoming and South Carolina Avenues and Hickory and Pine Streets. The City applied for Grant funding during the recent CDBG Grant Application Cycle and unfortunately was not successful in obtaining funds. However, the City will re-apply during the next CDBG cycle and will continue to pursue other available grant funds until the project is funded and completed.

### **ST. JOHNS RIVER WATER MANAGEMENT DISTRICT (S.J.R.W.M.D.)**

The construction of a new levee along the eastern boundary of S.J.R.W.M.D. property most recently acquired from Fellsmere Joint Venture (F.J.V.) is nearing completion. This levee will be the east levee of the newly created Fellsmere Water Management Area, and will serve as the new western levee of the F.W.C.D.

The levee reportedly has been constructed to United States Army Corps of Engineers (U.S.A.C.O.E.) standards, and as such designation would be beneficial to the landowners within the F.W.C.D. The U.S.A.C.O.E. certifications would be valuable for F.E.M.A. flood zone mapping criteria and result in F.W.C.D. landowners receiving better flood insurance rates. The F.W.C.D. has submitted a letter requesting such certification from the project's engineer of record and continues to pursue such documentation.

Activity on proposed construction of roadway access improvements along Ditch 24, east of Willow Street, and southerly along the eastern (outside) toe of the "East Boundary Levee" to the Sand Lake Conservation Area continues. During this past year, grinding and clearing of palmetto and other exotic growth has been completed. We are advised that further roadbed/roadway improvements remain held in limbo pending wetland permitting issues with the Florida Department of Environmental Protection.

### **ANNUAL ENGINEER'S RELATED ACTIVITIES**

Listed below, please find a brief description of permit reviews, projects and programs requiring technical engineering assistance on behalf of F.W.C.D. during the past year:

- (1) Represented and assisted the F.W.C.D. in the public/stakeholders forums in the development of initial phase of Best Management Action Plan involving the E.P.A. /F.D.E.P. numeric nutrient criteria and related total maximum daily load limitations for stormwater discharges. The BMAP was adopted earlier this year and will be reviewed again in five years. FDEP has notified stakeholders that annual meetings to review progress will be scheduled over the next five years.
- (2) Permit review of Dollar General Store. This project has since been completed and is currently in business.
- (3) The S.J.R.W.M.D. Bailey Bridge across the Main Canal has been completed and placed in service.



- (4) B & W Grower's new packing house has been completed and placed in service.
- (5) City of Fellsmere raw water main from existing wells on F.J.V. lands crossing Park Lateral Sub-lateral 12, 13 and 13-A (railroad) Canals has been completed and placed in service.
- (6) Permit review and processing of Peninsula Pipeline Company's installation of 4" high pressure gas main along the County Road 512 alignment, across and along various District rights-of-way. The installation of this phase of pipeline construction, as permitted, has been completed. The District can expect future permit applications for further extension and expansion of this gas main system.
- (7) Continue to assist F.W.C.D. and legal council in on-going litigation with Florida Department of Transportation regarding design issues and construction of Interstate Highway 95 Bridge over the F.W.C.D. Main Canal. The court has ordered this issue to mediation and such action is currently pending.
- (8) Carter Associates, Inc. has assisted the F.W.C.D. in its legislation action in redefining the western boundary and limits of the District to exclude a portion of lands previously acquired by S.J.R.W.M.D.; providing for applicability of certain provisions of Chapters 189 and 298, Florida Statutes in the conversion from a single purpose water control district to a multi-faceted improvement district, as provided for under Chapter 189 F.S. This act has been approved and passed by the State of Florida Legislature and is currently awaiting the governor's signature to be enacted.

In addition to those activities outlined in this report above, we have also been involved in the regular functions of the District as follows:

- 1) Attend all regularly scheduled meetings of the Board of Supervisors and maintain a District Engineering file.
- 2) Remain on daily call to provide technical assistance and information to District personnel, supervisors, landowners and other governmental and public agencies concerning the operations, functions and regulations of the District.
- 3) Continue to provide technical permit review assistance to Superintendent Rodney Tillman, and project consultants, in the submission and issuance of all permit applications to assure compliance with F.W.C.D. policies and requirements.
- 4) Review and monitor the quarterly stormwater quality analysis from the District.
- 5) Monitor and review the actions and activities of other jurisdictional agencies and related organizations that may affect the operations and functions of the District.
- 6) Review records and files in preparation of the Annual Engineer's Report as required under Florida Statutes – Chapter 298.

Once again, we are pleased to report that Superintendent Rodney Tillman and his staff, under the direction, guidance and support of the District's Board of Supervisors, continues to maintain and protect the works of improvement of the District, and to provide the landowners within the District a most cost-effective level of service for flood protection..



Respectively submitted,

CARTER ASSOCIATES, INC.

By: Marvin E. Carter

**Annual Report of the Supervisors:**

The Board deferred its report to that information included in the Engineers Report filed above.

The landowners meeting adjourned at 10:30 a.m. proceeded into the Supervisors Meeting.

Annual Supervisors Meeting May 9, 2013

A public meeting of the Fellsmere Water Control District was held at the office of the District 109 N. Willow Street, Fellsmere, Florida at 10:00 a.m. Thursday May 9, 2013, pursuant to public notice published in the Vero Beach Press Journal.

Present were Supervisors: Michael Monroe and Richard Carnell. Also present were Michael O'Haire, Marvin Carter, George Simons, Rodney Tillman and Joyce Hertel.

Marvin made a motion and seconded by Mike, stating that we just elected Richard Carnell for another three years. No other nominations made at this time.

Motion was made by Marvin Carter and seconded by Mike Monroe that the Minutes of March 14, 2013 were approved as mailed.

The Election of Officers is as follows:

President Mike Monroe 2 year

Vice President Richard Carnell 3 years

Supervisor Clifford Tyson 1 year

Secretary Joyce Hertel

Treasurer Rodney Tillman

Deputy Secretary Jeff Bowen

Deputy Treasurer Judy Warga

The Appointment for the ensuing year was:

District Engineer will be Marvin Carter and his Engineer firm will be Carter Associates.

District Attorney will be Michael O'Haire, and his firm being Law Offices O'Haire, Quinn, Candler and Casalino Chartered.

**Employment Agreement with Attorney**  
(Chapter 298.18 F.S.)

Mr. Michael O'Haire agrees to undertake representation of the Fellsmere Water Control District on an Annual Basis for a monthly retainer of \$450.00 and other services billed at the rate of \$400.00 per hour, must be pre approved. This retainer will cover attendance at meetings and will assure that no-conflicting employment is undertaken by Michael O'Haire, all services performed by his firm.

This agreement will be in affect from May 2013 - May 2014.

Accepted May 9, 2013

Accepted May 9, 2013

\_\_\_\_\_  
Michael Monroe, President

\_\_\_\_\_  
Michael O'Haire

Corporate Seal

Attest: \_\_\_\_\_ District Secretary  
Joyce Hertel

**Employment Agreement with Engineer rate schedule**  
(Chapter 298.20 F.S.)

George Simons of Carter Associates agrees to undertake representation of the Fellsmere Water Control District on an annual basis for a monthly retainer of \$400.00 other work at a rate of:

Engineer * Principal	\$ 140.00 per hour
Engineer (consultant)	140.00
Engineer I registered	125.00 per hour
Engineer II	110.00 per hour
Engineer III	100.00 per hour
Engineer Tech	90.00 per hour
Surveyor I Principal	140.00 per hour
Surveyor (Consultant)	140.00 per hour
Surveyor I registered	135.00 per hour
Surveyor II registered	125.00 per hour
Survey Crew (4men)	143.00 per hour
Survey Crew (3men)	130.00 per hour
Survey Crew (2men)	120.00 per hour
GPS RTK Survey crew 3/3	150.00 per hour



GPS RTK Survey crew 3/2	135.00 per hour
GPS RTK Survey crew 2/2	125.00 per hour
CADD technician	80.00 per hour
Secretary/Word Processor	40.00 per hour
Inspector	57.00 per hour
Recording and permit fees	cost plus 10%
Materials	cost
Travel	.55/mile
Sub consultant	cost plus 10%
Reimbursable expenses:	
Postage long distance calls.	
Federal express	cost
Blue prints	.025 sf.
Mylar	1.75 sf.
Photocopy 8.5x11	.15 ea
Photocopy 8.5x14	.25 ea
Photo copy 11x17	.35 ea

All work authorizations not to exceed \$6,000 per year without approval of the Board of Supervisor's.

This retainer will cover attendance at meetings.

This agreement will be in affect from May 2013 to May 2014.

Accepted May 9, 2013

Accepted May 9, 2013

\_\_\_\_\_  
Michael Monroe /President

\_\_\_\_\_  
George Simons/Carter Associates

Corporate seal

\_\_\_\_\_  
Joyce Hertel  
Secretary

**The Repositories for the Funds of the District are:**  
Bank of America, P.N.C.(RBC), Wells Fargo Bank(Wachovia)

**Engineers report:**

Deferred to the report in the Landowners meeting and discussed

**Attorneys report:**

**Treasurer's report:**

Rodney reported that the affairs of the District are the same as reported in the Landowners meeting. Rodney recommends that Kmetz, Nuttall, Etwell, Graham (K.N.E.G.) CPA be appointed the auditors for the next years audit. Upon motion duly made and seconded KNEG, CPA are the auditors for the next years audit.

Rodney presented to the board the budget for FY 2013-2014 reflecting a \$10.00 rate. Rodney stated that the Budget has a 3% cost of living raise included for the employees of the District.

Motion duly made by Mike Monroe and seconded by Richard Carnell that the new non ad-valorem assessment rate will be \$10.00 per acre for the land located in Fellsmere Water Control District.

**Annual Budget:**

**October 1, 2013—September 30, 2014**

**Revenue**

3100 taxes	\$ 273,910.00
3101 less tax discount	- 9,584.06
3200 interest	11,201.25
3601 appropriation	105,000.00
3600 revenue	438,868.81
<b>Total revenue</b>	<b>543,868.81</b>
<b>Total Revenue Other</b>	<b>\$ 820,546.00</b>

**Expense**

4002 aerial spraying	40,252
4003 mech. /contract maintenance	50,000
4005 Water Testing	1,250
<b>Total Contract Services</b>	<b>91,502</b>
 4031 Equipment R & M	 2,070
4032 Supplies Services	880



4033 Gas & Oil	6,000
4036 Insurance	5,259
<u>TOTAL Chemical Control</u>	<u>14,209</u>

4063 Rodeo	108,000
4067 Invert Blend	4,400
4068 Chemicals Misc.	9,776
<u>TOTAL Chemicals</u>	<u>122,176</u>

4111 Labor - Equipment Operator	40,560
4115 Vac, Holiday Paid absences	2,975
4121 Payroll Taxes	3,600
4122 State Retirement	4,548
4123 Workers Compensation	1,137
4124 Group Medical Life Ins.	6,810
4131 Equipment R & M	50,000
4132 Supplies & Services	4,345
4133 Diesel Gas & Oil	15,936
4136 Insurance	6,025
4137 Transportation	4,186
<u>TOTAL Ditch Maintenance</u>	<u>140,122</u>
4502 Contingency	105,000

5001 Salaries Administration	120,200
5006 Payroll Taxes	14,658
5007 State Retirement	12,259
5008 Workers Compensation	5,100
5009 Group Med, Life Ins.	35,000
5013 Legal & Professional	55,000
5014 Insurance	26,293
5037 Transportation	23,800
5053 Prop Appraiser Fees	3,050
5074 Property Taxes	1,500
5075 Sundry	500
5076 License, Permits	6,783
5077 Memberships	6,229
5078 Advertising	478
5082 Maintenance Build & Grounds	18,348
5083 Utilities	2,043
5086 Telephone	7,336

5090 Office Supplies	8,960
<u>TOTAL General Administration</u>	<u>347,537</u>

<u>TOTAL Expense</u>	<u>\$ 820,546.00</u>
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#### NON AD VALOREM RESOLUTION

WHEREAS, BE IT RESOLVED THAT

THE BOARD OF SUPERVISORS OF FELLSMERE WATER CONTROL DISTRICT;

There is hereby levied for the year 2013-2014, a Non-Ad Valorem Assessment of the rate of \$10.00 per acre against all land in the Fellsmere Water Control District, in order to maintain and preserve the ditches, drains and drainage works of this District, and to repair, and to restore the same whenever needed, as well as, for the purpose of defraying the current expenses of this District. The said non-ad Valorem shall be equal and uniform in amount upon each acre of land assessed, and the minimum Non-Ad Valorem Assessment shall be not less than one acre rate established above the minimum Maintenance tax shall apply to any one parcel separately assessed. And BE IT FURTHER RESOLVED, that when said Assessment is so levied or extended and assessment by the property appraiser of Indian River County, he shall certify the same to the Tax Collector of Indian River County Florida who is directed to demand and collect the Non-ad valorem Assessment as levied and to make return of such tax to this District, as provided by law, and,

BE IT FURTHER RESOLVED that, a certified copy of this Resolution shall be furnished to the Property Appraiser of Indian River County, Florida, and to the Tax Collector the Indian River County, Florida.

Resolution adopted at the Fellsmere Water Control District Board of Supervisor meeting  
May 9, 2013.

\_\_\_\_\_  
Michael Monroe

\_\_\_\_\_  
Richard Carnell

\_\_\_\_\_  
Clifford Tyson

Mr. Tillman presented and read the following resolutions and asked the board for their approval:

#### FIXED COMPENSATION RESOLUTION

Whereas, the Board of Supervisors of Fellsmere Water Control District are required by Chapter 298.20 F.S. to Fix Compensation for work and employees, therefore the supervisors adopt the following compensation schedule for work and employees to be in effect from the



Supervisors meeting in May 2013 until the following Supervisors Meeting in May 2014, at which time it can be reviewed and updated:

NOW THEREFORE BE IT RESOLVED THAT:

a. Supervisors are not compensated

b. Treasurer is not compensated:

Be it further resolved that the bond amount of \$5,000 is set for the Treasurer and the Travelers Casualty and surety company of United States is hereby approved.

c. Engineer Retainer \$400.00 per month, Senior Engineer 140.00 per hour, junior engineer 140.00 per hour, Secretary \$40.00 per hour, survey crew 143.00 per hour not to exceed 6,000 per year without approval from Board. A specific engineer rate schedule is in the file.

d. Attorney Retainer of \$450.00 per month, all other \$400 per hour. Legal Assistants range from \$85.00 to \$150.00 per hour: Reimbursement of the firm for all cost advanced and expenses incurred that are directly related to the performance of the legal services undertaken. There include the cost of investigations, filing, etc.

e. Auditor

Not to exceed \$9,200 per year without Board of Supervisors Approval.

f. Superintendent

Salary \$55,000 to 75,000 per year

g. Secretary/Bookkeeper

\$14.00 to \$30.00 per hour 40 hour week

h. Equipment Operator

1. \$15.55 to \$20.00 per hour 40 hour week

2. \$ 9.45 to \$13.00 per hour 40 hour week

i. Aquatic Applicator

\$10.00 to \$15.00 per hour 40 hour week

j. Labor Truck driver

\$10.00 to 15.00 per hour 40 hour week

BE IT FURTHER RESOLVED THAT ALL DISTRICT EMPLOYEE AND PAYROLL POLICIES ARE ADOPTED.

Signed: by the Secretary of the District this 9<sup>th</sup> Day of May 2013.

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Joyce Hertel District Secretary

### **Fixed Compensation Resolution**

Whereas, the Board of Supervisors must Fix Compensation for work and employees (Chapter 298.20 F.S.) Relating to Employee Benefits and Payroll policies.

Now therefore, be it resolved that the employee Benefit and Payroll policies as provided at date of hiring and as located in District employee Personnel file will emended for physical year 2013-2014.

May 9, 2013

\_\_\_\_\_  
Michael Monroe

\_\_\_\_\_  
Richard Carnell

\_\_\_\_\_  
Clifford Tyson

### **Treasurer Bond Resolution**

Whereas, the Treasurer is required by (Chapter 298.16 and Chapter 298.17F.S.) to give bond in an amount fixed by the Board of Supervisors and the Supervisors are to approve the surety of the Treasurers bond.

Now therefore, be it resolved that, the Bond of the Treasurer of the District be fixed at the amount of \$5,000. The surety of the bond number 70089834 is with the CNA Insurance Company, Bond Term 5-20-12- 5-20-15 and remains in force until cancelled by either the principal (Jerry R. Tillman) the obligee (Fellsmere Water Control District).

May 9, 2013

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Michael Monroe

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Richard Carnell

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Clifford Tyson

### **Mileage Resolution**

Whereas, the Board of Supervisors of Fellsmere Water Control District under the General Provisions of Chapter 112 F.S. may grant the use of privately owned vehicles for official use in lieu of publicly owned vehicles or common carriers, and

Whereas, the Board of Supervisors under the General provision hereby fixes the mileage rate for privately owned vehicles at the federal standard mileage rate that is provided in Chapter 112 at the current rate of \$.55 cents per mile and such District shall increase the per mile rate as the federal rate does for official travel  
by District employees. This will take effect October 1, 2007.

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Michael Monroe

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Richard Carnell

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Clifford Tyson

## **District Benefits and Payroll policies**

### **Group Insurance:**

Will be covered by the Blue Cross Blue Shield of Florida or similar such company as Board selects. The plan is a comprehensive major medical plan with \$250.00 deductible for single coverage. Eligibility is six months of full employment.

### **Employee contribution:**

A. employee coverage is \$2.00 per week



B. Family is \$5.00 per week.

**Aflac Insurance Policy:**

Aflac coverage is voluntary by each individual contributions will be deducted by employee request bi-weekly.

**Life insurance:**

**Vision Insurance:**

**Prescription Drug benefits:**

Covered generic drugs are \$15.00 deductible, all other covered drugs \$20.00 and \$35.00 deductible.

**Dental Insurance:**

\$50.00 deductible provided subject to cost review each year.

**FI Retirement System Employee Contribution:**

1. 3% of gross PR before taxes

**Vacation:**

After 1 year of employment	5 working days
After 2 years of employment	10 working days
After 7 years of employment	15 working days
After 12 years of employment	20 working days

Vacation time must be approved by management. After 12 years of employment, five (5) working days must be taken each quarter per year or is forfeited by employee unless extension is granted by the Board of Supervisors or Superintendent. For purposes of termination, retirement or resignation, vacation pay for unused days cannot exceed a total of 20 days in the year the employee leaves district employment.

Any vacation earned but not taken annual employment anniversary date is forfeited by the employee unless an extension is granted by the Board of Supervisors or Superintendent.

**Holidays 11 days**

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day (2 days)

Christmas Eve and day  
New Year's Day

Floating day at employees discretion six months after continuous employment) Employee must work the day prior to and the day subsequent to be paid for any holiday.

Approved vacation will count as a work day for the purpose of this policy.

Payroll period: fulltime

2 weeks Monday thru Sunday Payday every other Friday

Normal Hours 7:30 a.m. to 4 pm

Monday thru Friday

1 week part time

Overtime Policy

The District as a general policy will pay overtime. The following hours of labor shall be deemed to be overtime hours:

1) All hours over forty (40) per work week

2) All off schedule work

Overtime hours will be paid except as otherwise provided for herein at one and one half ( $\frac{1}{2}$ ) times the regular straight time hourly rate.

Work on second rest day:

A) Nothing in this policy shall be construed as requiring the District to work an employee on both of the employee's rest days.

B) When an employee is required to work on any two (2) consecutive rest days, all hours worked on second rest day thereafter shall be paid for at double the straight-time hourly rate until, such time that the employee has either observed rest day off or works back into the employee's normal schedule

Call out prearranged overtime

When an employee is required to report for work at a time other than the employee's regular work schedule, it shall be considered:

A call out if the employee has less than twelve (12) hours notice, or

1) prearranged overtime if employee has twelve (12) hours or more notice

a. On call-out the employee shall be allowed actual time required for traveling from employees home to the job and the actual hours worked shall be allowed.

b. Any employee called out before the employee has had eight (8) consecutive hours office duty since the end of the employee's last scheduled work period will be paid at the overtime rate for all hours worked thereafter until the employee has had eight (8) consecutive hours off duty.

Work on Holidays

All hours worked on a holiday as observed by the District shall be paid for at double the straight time hourly rate.



#### Sick leave:

All employees, after one (1) year of continuous service shall be entitled to one and a quarter ( $1\frac{1}{4}$ ) working days paid sick leave per month up to a maximum of fifteen (15) working days per year. All or any remaining portions of unused sick leave days shall be accumulated from year to year until a maximum of ninety (90) days has been reached. For the purpose of compensation at retirement, resignation or dismissal shall not be greater than ninety (90) days. The employee shall advise the District office in writing or by phone before the end of the first day of such absence; otherwise he/she forfeits his/her right to paid sick leave unless it can be shown that it was not possible for him/her to give such notice or cause such notice to be given. Time spent by an employee during a period when he/she is served from the active payroll, due to termination, layoff or unauthorized leave of absence shall not constitute service for the purpose of acquiring or obtaining sick leave benefits. Sick pay will not be paid on holidays, Saturdays, or Sundays even if the employee was scheduled to work. In the application of this sick leave rule, the employer will require evidence of sickness being bonafide in the form of a written statement from a physician if from a physician if the sickness is over 3 days or 24 hours per week (Monday thru Friday). If there is not a physicians written statement the maximum sick leave paid per week will be 3 days.

#### Bereavement Leave:

All employees with six months of continuous service shall be entitles to paid leave of absence to attend funerals. Three (3) days will be granted for immediate family members. For the purpose of this policy, immediate family members will be defined as the employee's spouse, children, mother, father, sister, brother, mother-in-law, and father-in-law. The day of the funeral will be the last paid day of leave.

One (1) day will be granted for other family members. For the purpose of this policy other family will be defined as the employee's sister in law brother in law aunt, uncle or grandparents. The day of the funeral will be paid day of leave.

Salary review Annual in May each year, to take effect in October.

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Michael Monroe

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Richard Carnell

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Clifford Tyson

**Supervisor's Comments:**

**Public Comments:** No Comments

A motion was made and seconded to adjourn this meeting. Meeting adjourned at 11:20 A.M.

The Next Board meeting will be July 11, 2013 at 10:00 A.M.

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Michael Monroe  
President

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Joyce Hertel  
District Secretary