FLAGLER ESTATES ROAD & WATER CONTROL DISTRICT
BUDGET HEARING WORKSHOP AND REGULAR MEETING
September 7, 2017

Proceedings of the Workshop and Regular Meeting of the Board of Supervisors of Flagler Estates Road and Water Control District were held in the District conference room located at 9850 Light Avenue, Hastings, Florida 32145.

Present were: William Fisher, President
Karen Frenz, Vice President
Russell Castleberry, District Attorney
Seth O'Connell, District Treasurer
Mike Paesch, District Foreman
Linda Gee, District Administrator

Absent: Kathy Carter

Also attending were Matt Baker, Carl Alve and Jack Brown

Budget Hearing Workshop

Call to Order: Mr. Fisher called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

Agenda Changes: None

Acceptance of the Agenda: (17-09/07-01) A motion was made by Karen Frenz to accept the agenda as presented. The motion was seconded by William Fisher and passed.

Budget Workshop: Seth announced to the Board there were no changes since setting the $179 Assessment at the May Hearings and provided a copy of the preliminary budget packet to the Board for review as he hit on the highlights showing a deficit of $74,773.84 due to new equipment purchase. **(Attachment 1)** Seth ended if anyone has any questions on the budget to let him.

Adjournment of Workshop Meeting: Mr. Fisher adjourned the Workshop meeting at 7:20 P.M

Regular Meeting

Call to Order: Mr. Fisher called the Regular Meeting to order at 7:20 P.M.

Approval of the Minutes: (17-09/07-02) A motion was made by Karen Frenz to approve the minutes from the August 17, 2017 meeting as presented. The motion was seconded by William Fisher and passed.

Treasurer's Report: (17-09/07-03) A motion was made by Karen Frenz to approve the Accounts Payable in the amount for of $15,537.19 as presented. The motion was seconded by William Fisher and passed.(Attachment 2)

Engineers Report: None

Regular Meeting Items: Matt Baker with Thompson Baker Insurance presented with review the two year rate guarantee for Workers Comp $28,952, Commercial and Liability $35,063 Insurances adding his company has been with the District for eleven years now. **(Attachment 3)** He also mentioned along with the renewal is included the market reviews from five other companies for price comparison. Karen Frenz requested updated on the actual cash or agreed booked value on prices for all equipment and vehicles as to reflect the total owed for the policy. Matt Baker assured that the District would be credited if there is any difference.

Attorney Report: Russ spoke about the debris dumping issue and how non cost effective it would be to file suit and Mike dropped off the letter at 4300 Florence and no response to date.

District Administrator Report: Linda submitted her written report to the Board with the following updates; she asked the Board about closing the District during the hurricane, the Board agreed to close on Monday and left it up to the Board President to decide weather to close on Tuesday. Karen questioned Linda about her approved vacation for the last week of September and office coverage. Linda responded that she will not go if she does not have any coverage and is working the weekend with EOC in preparedness of IRMA.

District Foreman Report: Mike submitted his report with review of road work and equipment repairs on the two tractor's status and cost from Ring Power.

Consent Agenda: (17-09/07-04) A motion was made by William Fisher to approve the purchase of culvert pipes and rip rap in the amount of $7,177.40. The motion was seconded by Karen Frenz and passed.

Old Business: None

Public Comments: Jack Brown requested to video tape the meetings going forward; Bill Fisher stated not a problem. Carl Alve complimented the staff on their work well done but requests the Board to do away with the employee appreciation fund. Adding, he read the District Administrator duties and said that there is no way she can do all that in 40 hours but now hears she is hiring a part time assistant. Linda responded she's been doing both jobs for almost seven years. Mr. Fisher stated he is in the District every day and Linda is always busy and does good work with networking with all other government offices. Bill added he attended the last appreciate dinner and met the wife's and it cost the taxpayer minimum for one appreciation dinner. Mr. Alve ended with discussion on the $600 of monies transferred to the dry hydrant and whom benefits from it.

Board Comments:
William Fisher – displayed a caution sign of alligators and snakes to be posted at fishing areas
Karen Frenz – none
Kathy Carter- absent

Adjournment of Regular Meeting: Mr. Fisher adjourned the meeting at 7:51 P.M.

Linda Gee, District Administrator

William Fisher, President

Flagler Estates Road and Water Control District
Non-Advalorem Assessment Calculation - Proposed
Fiscal 2017-2018

Maintenance

Assessment Component	Applicable Acreage	Proposed Assessment	Total to be Billed	Budgeted Rate	Budgeted Revenues
Maintenance & Operations	6180.61	140.00	865,285	95.00%	822,021
Total Assessments		140.00	865,285		822,021

Capital Projects

Assessment Component	Applicable Acreage	Proposed Assessment	Total to be Billed	Budgeted Rate	Budgeted Revenues
Capital Projects	6180.61	39.00	241,044	95.00%	228,992
Assessment Total		179.00			

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Flagler Estates Road and Water Control District
Proposed Budget - General Fund
Fiscal 2017-18

	2016-17 as Amended	Proposed 2017-18 Budget	Change From Prior Year		Per Acre Figures @ 6180.61 Acres		Remarks
Fiscal 2016-17			Dollars	Percent	2016-17	2017-18	
Anticipated Revenues							
Assessments & Related Fees							
31125 · Taxes - St Johns County	822,021.00	822,021.00	-	0.00%	133.00	133.00	
31150 · Taxes - Flagler County	-		-	0.00%	-	-	
33825 · Excess Fees - St Johns County	-	-	-	0.00%	-	-	
Total Assessments & Related Fees	822,021.00	822,021.00	-	0.00%	698.75	133.00	
Grants							
33880 · FEMA -	-		-	0.00%	-	-	
33885 · Other	-		-	0.00%	-	-	
Total Grants	-	-	-	0.00%	-	-	
Service and Permit Fees							
34190 · Culvert Permit Fees	500.00	1,875.00	1,375.00	275.00%	0.08	0.30	
34195 · Culvert Installation - Packages	10,000.00	27,500.00	17,500.00	175.00%	1.62	4.45	
34196 · Maintenance, Repairs & Damages	500.00	2,500.00	2,000.00	400.00%	0.08	0.40	
34197 · Copies, Maps and Other	150.00	250.00	100.00	66.67%	0.02	0.04	
34199 · Move On/Off Permit	300.00	425.00	125.00	41.67%	0.05	0.07	
Total Service and Permit Fees	11,450.00	32,550.00	21,100.00	184.28%	1.85	5.26	
Miscellaneous Revenues							
36110 · Interest Earned CCB	900.00	900.00	-	0.00%	0.15	0.15	
36115 · Interest Earned CCB	-		-	0.00%	-	-	
36120 · Interest Earned - SBA	150.00	150.00	-	0.00%	0.02	0.02	
36132 · Interest Income - St Johns	100.00	100.00	-	0.00%	0.02	0.02	
36990 · Miscellaneous Revenues	200.00	200.00	-	0.00%	0.03	0.03	
Total Miscellaneous Revenues	1,350.00	1,350.00	-	0.00%	0.22	0.22	
Total Anticipated Revenues	834,821.00	855,921.00	21,100.00	2.53%	135.07	138.48	
Proposed Expenditures							
51000 · Personal Services							
51100 · Supervisors Fees	900.00	-	(900.00)	-100.00%	0.15	-	
51200 · Salary and Wages	310,862.73	318,720.03	7,857.30	2.53%	50.30	51.57	
51210 · Vacation	17,912.59	26,632.97	8,720.38	48.68%	2.90	4.31	
51220 · Sick	5,506.21	5,983.30	477.09	8.66%	0.89	0.97	
51230 · Holiday	13,312.47	13,498.90	186.43	1.40%	2.15	2.18	
51400 · Overtime Pay	-	-	-	100.00%	-	-	
52100 · FICA Taxes	21,606.62	22,619.78	1,013.16	4.69%	3.50	3.66	
52150 · Payroll Taxes - Medicare	5,053.17	5,290.10	236.93	4.69%	0.82	0.86	
52200 · Retirement	57,000.00	18,000.00	(39,000.00)	-68.42%	9.22	2.91	
52300 · Life and Health Insurance			-	0.00%	-	-	
52350 · Dependent Life Ins	-		-	0.00%	-	-	
52300 · Life and Health Insurance - Other	73,659.08	83,323.44	9,664.36	13.12%	11.92	13.48	
Total 52300 · Life and Health Insurance	73,659.08	83,323.44	9,664.36	13.12%	11.92	13.48	
52400 · Unemployment Compensation	3,554.63	3,721.32	166.69	4.69%	0.58	0.60	
52450 · Workers Compensation Insurance	24,072.00	28,000.00	3,928.00	16.32%	3.89	4.53	

Flagler Estates Road and Water Control District

Proposed Budget - General Fund

Fiscal 2017-18

Fiscal 2016-17	2016-17 as Amended	Proposed 2017-18 Budget	Change From Prior Year		Per Acre Figures @ 6180.61 Acres		Remarks
			Dollars	Percent	2016-17	2017-18	
52460 · Drug & Alcohol Testing	-	-	-	0.00%	-	-	
Total 51000 · Personal Services	533,439.50	525,789.84	(7,649.66)	-1.43%	86.32	85.07	
53000 · Operating Expenses							
53131 · Services - Engineering	800.00	520.00	(280.00)	-35.00%	0.13	0.08	
53132 · Vegetation Control	34,000.00	30,000.00	(4,000.00)	-11.76%	5.50	4.85	
53133 · Surveying	2,000.00	-	(2,000.00)	100.00%	0.32	-	
53134 · Environmental Services	-	-	-	0.00%	-	-	
53154 · Legal	28,000.00	28,000.00	-	0 00%	4.53	4.53	
53155 · Legal Advertisement	900.00	785.00	(115.00)	-12.78%	0.15	0.13	
53200 · Accounting	17,500.00	17,000.00	(500.00)	-2.86%	2.83	2.75	
53225 · Auditing	9,000.00	10,700.00	1,700.00	18.89%	1.46	1.73	
54000 · Travel & Per Diem	1,200.00	1,200.00	-	0.00%	0.19	0.19	
54010 · Continuing Education & Seminars	500.00	200.00	(300.00)	-60.00%	0.08	0.03	
54100 · Telephone	4,000.00	4,000.00	-	0.00%	0.65	0.65	
54251 · Postage	250.00	250.00	-	0.00%	0.04	0.04	
54252 · Fuel & Oil	55,000.00	42,500.00	(12,500.00)	-22.73%	8.90	6.88	
54300 · Utilities	3,800.00	5,000.00	1,200.00	31.58%	0.61	0.81	
54500 · Insurance	35,000.00	35,000.00	-	0.00%	5.66	5.66	
54600 · Shop Expense	8,000.00	15,800.00	7,800.00	97.50%	1.29	2.56	
54658 · Equipment Rental	-	-	-	0.00%	-	-	
54659 · Equipment Maintenance			-				
54660 · Computers	-	520.00	520.00	100.00%	-	0.08	
54659 · Equipment Maintenance - Other	60,000.00	62,000.00	2,000.00	3.33%	9.71	10.03	
Total 54659 · Equipment Maintenance	60,000.00	62,520.00	2,520.00	4.20%	9.71	10.11	
55152 · Office Supplies	2,500.00	2,750.00	250.00	10.00%	0.40	0.44	
55153 · Admin Fees, Licenses, Permits	2,000.00	3,000.00	1,000.00	50.00%	0.32	0.49	
55154 · Facility Maintenance & Repairs	2,500.00	4,475.00	1,975.00	79.00%	0.40	0.72	
55155 · Publishing & Printing	4,500.00	4,700.00	200.00	4.44%	0.73	0.76	
55225 · Collection Expense-St Johns	8,000.00	8,650.00	650.00	8.13%	1.29	1.40	
55230 · Collection Discounts - SJC	21,000.00	21,000.00	-	0.00%	3.40	3.40	
55275 · Collection Expense - SJPA	12,000.00	11,080.00	(920.00)	-7.67%	1.94	1.79	
55459 · Other Current Charges	3,000.00	1,500.00	(1,500.00)	-50.00%	0.49	0.24	
Total 53000 · Operating Expenses	315,450.00	310,630.00	(4,820.00)	-1.53%	51.02	50.24	
56000 · Capital Outlay							
56463 · Street Signs	-	-	-	100.00%	-	-	
56464 · Machinery & Equipment	25,000.00	50,000.00	25,000.00	100.00%	4.04	8.09	
56466 · Drainage Control	30,000.00	30,000.00	-	0.00%	4.85	4.85	
56467 · Road Improvements	5,000.00	5,000.00	-	0.00%	0.81	0.81	
56468 · Signage	5,300.00	9,275.00	3,975.00	75.00%	0.86	1.50	
56470 · FERDAP - PARK LANDS	-	-	-	0.00%	-	-	
Total 56000 · Capital Outlay	65,300.00	94,275.00	28,975.00	44.37%	10.56	15.25	
57000 · Debt Service							
57471 · Principal Payments	-	-	-	0.00%	-	-	
57472 · Interest Payments	-	-	-	0.00%	-	-	

Flagler Estates Road and Water Control District

Proposed Budget - General Fund

Fiscal 2017-18

	2016-17 as Amended	Proposed 2017-18 Budget	Change From Prior Year		Per Acre Figures @ 6180.61 Acres		Remarks
			Dollars	Percent	2016-17	2017-18	
Fiscal 2016-17							
Total 57000 · Debt Service	-	-	-	0.00%	-	-	
Total Proposed Expenditures	914,189.50	930,694.84	16,505.34	1.81%	147.90	150.56	
Anticipated Operating Excess (Deficit)	(79,368.50)	(74,773.84)	4,594.66	-5.79%	(12.83)	(12.08)	
Other Sources, Uses and Transfers							
60000 · Other Sources and Uses							
Debt Proceeds - Including Capital Leases	-	-	-	0.00%	-	-	
Other Proceeds	-		-	0.00%	-	-	
Total 60000 · Other Sources and Uses	-	-	-	0.00%	-	-	
Interfund Transfers							
Transfers In	-		-	0.00%	-	-	
Transfers Out	-		-	0.00%	-	-	
Total Interfund Transfers	-	-	-	0.00%	-	-	
Total Other Sources, Uses and Transfers	-	-	-	0.00%	-	-	
Total Excess (Deficit)	(79,368.50)	(74,773.84)	4,594.66	-5.79%	(12.83)	(12.08)	
Opening Reserve - Adjusted to 9/30/15 actual	1,681,785.24	1,602,416.74			272.11	259.27	
Closing Reserve	1,602,416.74	1,527,642.90			259.27	247.17	

	2016-17 as Amended	Proposed 2017-18 Budget	2016-17 as Amended	Proposed 2017-18 Budget
Reserve Calculations				
Operating Reserve				
Anticipated Annual Operating Expenditures				
Personnel	533,439.50	525,789.84	86.31	85.07
Operating	315,450.00	310,630.00	51.04	50.26
Total	848,889.50	836,419.84	137.35	135.33
6 Months of Anticipated Operating Expenditures	424,445.00	418,210.00	68.67	67.66
Annual Debt Service - Removed for Payoff	-	-	-	-
Recommended Reserve	424,445.00	418,210.00	68.67	67.66
Balance in Reserve Accounts (includes operating and emergency)	763,854.54	763,854.54	123.59	123.59
Excess/(Deficit) Reserve Funding	339,409.54	345,644.54	54.92	55.93
Non-Operating Reserves				
Anticipated Cash Carry forward September 30	1,602,416.74	1,527,642.90	259.27	247.17
Less:				

Flagler Estates Road and Water Control District
Proposed Budget - General Fund
Fiscal 2017-18

	2016-17 as Amended	Proposed 2017-18 Budget	Change From Prior Year		Per Acre Figures @ 6180.61 Acres		Remarks
			Dollars	Percent	2016-17	2017-18	
Fiscal 2016-17							
Recommended Operating Reserves	(424,445.00)	(418,210.00)			(68.67)	(67.66)	
Park Fund Reserve - Match Fund	-	-			-	-	
SBA B-Fund	(602.00)	(602.00)			(0.10)	(0.10)	
Other	-				-	-	
Estimated Net Unobligated funds	1,177,369.74	1,108,830.90			190.50	179.41	
Proposed Obligations							
FEMA Matching	-	-			-	-	
Grant Matching /Emergency	(452,520.25)	(452,520.25)			(73.22)	(73.22)	
Purchase of Right of Ways	(100,000.00)	(100,000.00)			(16.18)	(16.18)	
Other					-	-	
Other					-	-	
Unobligated Non-Operating Reserve	624,849.49	556,310.65			101.10	90.01	

Flagler Estates Road and Water Control District
Personal Services Budget Worksheet - General Fund
Fiscal 2017-18

Salary Wages and Related Costs

Employee Name	Pay Rate Current as of 3/31/17	Scheduled Increases	Maximum Proposed Increase - COLA	Proposed Pay Rate	Hours	Proposed Base Salary	FICA @ 6.2%	Medicare @ 1.45%	SUTA @ 1.03%	Annual Health Insurance	Monthly Charge from April 2017 Bill	Annualized
Evan Ryon	21.32	-	3.00%	21.96	2,080.00	45,676.80	2,831.96	662.31	465.90	11,103.48	925.29	11,103.48
Linda Gee	40.00	-	3.00%	41.20	2,080.00	85,696.00	5,313.15	1,242.59	874.10	20,613.36	1,717.78	20,613.36
John Lawrence	23.19	-	3.00%	23.89	2,080.00	49,691.20	3,080.85	720.52	506.85	19,816.44	1,651.37	19,816.44
New Hire	10.00	-	3.00%	10.30	800.00	8,240.00	510.88	119.48	84.05	-		-
New hire	11.00	-	3.00%	11.33	2,080.00	23,566.40	1,461.12	341.71	240.38	-	-	-
Mike Paesch	40.00	-	3.00%	41.20	2,080.00	85,696.00	5,313.15	1,242.59	874.10	15,224.04	1,268.67	15,224.04
Chris Hoon	17.57	-	3.00%	18.10	2,080.00	37,648.00	2,334.18	545.90	384.01	11,103.48	925.29	11,103.48
Cameron Fisher	12.36	1.00	3.00%	13.76	2,080.00	28,620.80	1,774.49	415.00	291.93	5,462.64	455.22	5,462.64
Paul Hanson	-		0.00%	-	-	-	-	-	-	-	-	-
Bill Fisher	-		0.00%	-	-	-	-	-	-	-	-	-
Walt Smith	-		0.00%	-	-	-	-	-	-	-	-	-
	-			-	-	-	-	-	-	-	-	-
Totals					15,360.00	364,835.20	22,619.78	5,290.10	3,721.32	83,323.44	6,943.62	83,323.44

Annual Life & Health Insurance Based on Current Costs 83,323.44 Per Hour 6.68

83,323.44

Difference -

Breakdown of Salary Components Based on Preceding 5 year Period ended Sept 2016

	5 Year Total	Percent	Allocated
51200 - Salary and Wages	1,213,474.64	87.36%	318,720.03
51210 - Vacation	101,372.04	7.30%	26,632.97
51220 - Sick	22,797.88	1.64%	5,983.30
51230 - Holiday	51,424.80	3.70%	13,498.90
51400 - Overtime	-	0.00%	-
	1,389,069.36	100.00%	364,835.20

Estimated Retirement based on 5 Year Avg @ FYE 2016

Total Wages for Estimatation period	1,389,069.36
Total Retirement for Estimatation Period	94,875.75
Exhibited Percentage	6.83%
Proposed Annual FYE 2017-18 Salary	364,835.20
Estimated Retirement 2018 @ historic rate	24,918.24
Proposed Retirement - Current	18,000.00
Approved Carry Forward 2016	-
Repayment 2007 item	-
Proposed Retirement	18,000.00

Workers Comp - Based on Quote 28,000.00

Note as not all employees are eligible, actual cost has been in the 7% range for the last few years for eligible

Flagler Estates Road and Water Control District
Operating Expense Budget Worksheet - General Fund
Fiscal 2017-18

53000 · Operating Expenses	Description	2014	2015	2016	2017 Annualized Through 8/31/2017	Notes	Proposed Budget
53131 · Services - Engineering	Base fees for the day to day engineering services provided to the District - Does not include fees for Capital Project or Special Project Related Items	437.50	562.50	1,256.74	625.00		520.00
53132 · Vegetation Control	Service and Chemicals for aquatic weed control	15,886.16	31,143.59	18,171.52	25,163.00		30,000.00
53133 · Surveying	Cost of third party surveying not related to capital projects	1,650.00	-	1,400.00	-		
53134 · Environmental	Specialist for environmental issues		-	-	-		
53154 · Legal	Attorney Fees to the District Counsel, as well as other legal fees for other consulting attorneys	25,374.96	27,333.29	22,916.63	30,272.68		28,000.00
53155 · Legal Advertisement	Cost of required advertisements	915.60	891.01	945.67	781.00		785.00
53200 · Accounting	Treasurer fees	16,117.49	16,026.84	15,369.75	16,768.42		17,000.00
53225 · Auditing	Annual audit costs for 2011 includes annual meeting charges	8,229.14	8,305.06	7,100.00	10,681.00		10,700.00
54000 · Travel & Per Diem	Travel costs related seminars and meetings, and mileage reimbursements for staff use of personal vehicles	1,689.32	1,175.26	1,427.42	1,480.00		1,200.00
54010 · Continuing Education & Seminars	Training and seminar costs	1,277.84	467.00	577.00	204.00		200.00
54100 · Telephone	Telephone and Internet	4,833.50	4,717.58	5,009.10	4,227.00		4,000.00
54251 · Postage	Postage - Including annual mailings	4,634.87	299.88	128.69	239.00		250.00
54252 · Fuel & Oil	Cost of all fuels used by district	63,657.51	51,340.89	39,381.79	42,342.00		42,500.00
54300 · Utilities	Primarily Electricity	4,326.45	4,250.37	3,749.78	4,911.00		5,000.00
54500 · Insurance	General liability insurance - Adjusted for Prepaid items	53,395.94	34,752.00	36,225.00	35,000.00	Normally paid all at once in September, along with workers comp	35,000.00
54600 · Shop Expense	Parts and Supplies	8,095.33	13,416.69	8,373.79	17,374.00		15,800.00

Flagler Estates Road and Water Control District
Operating Expense Budget Worksheet - General Fund
Fiscal 2017-18

53000 · Operating Expenses	Description	2014	2015	2016	2017 Annualized Through 8/31/2017	Notes	Proposed Budget
54658 · Equipment Rental	Includes short term rental of equipment when ours is in the shop and other small rental items.	363.92	433.92	433.92	-		
54660 · Computers	Internet access, software, other computer related costs & copier/Printer maint	722.80	2,111.50		-		520.00
54659 · Equipment Maintenance - Other	Tires, major equipment servicing and repairs	57,611.15	85,002.29	62,637.79	56,716.00		62,000.00
55152 · Office Supplies	General office expenses	3,618.27	4,008.23	2,428.81	3,496.00		2,750.00
55153 · Admin Fees, Licenses, Permits	Memberships, renewals and other subscription type items	1,176.96	5,619.35	1,194.94	3,500.00		3,000.00
55154 · Facility Maintenance & Repairs	Monthly cleaning, rag and soap services and other maint related items of the District Building, alarm system and minor repairs	2,997.26	17,682.94	4,122.50	4,890.00		4,475.00
55155 - Publishing and Printing	Annual Landholders Mailing			4,476.02	4,628.00		4,700.00
55225 · Collection Expense-St Johns	Collection costs charged by the county - commissions earned for the tax collection function	7,471.40	7,770.84	7,767.35	8,629.00		8,650.00
55230 · Collection Discounts - SJC	Early payment discounts passed on to District from County	20,110.13	20,269.10	20,894.77	20,698.00		21,000.00
55275 · Collection Expense - SJPA	Collection costs charged by the County	11,096.55	11,100.34	11,099.95	11,080.00		11,080.00
55459 · Other Current Charges	Miscellaneous, in prior years this included testing and some survey costs, now recorded in other accounts. - includes bank charges	4,353.64	3,343.83	458.19	2,500.00	Includes employee appreciation activities	1,500.00
Total 53000 · Operating Expenses		320,043.69	352,024.30	277,547.12	306,205.10		310,630.00

Flagler Estates Road and Water Control District
Capital Outlay Expenses Budget Worksheet - General Fund
Fiscal 2017-18

Account	Description	2014	2015	2016	2017 Thru August	Notes	Proposed
56000 · Capital Outlay							
56463 · Street Signs	Street Signs	-					
56464 · Machinery & Equipment	New capital equipment items	29,313.15			181,955.00	New Mower	50,000.00
56466 · Drainage Control	Repairs not covered under Capital Projects Fund	14,431.79	30,910.99	35,956.89	29,741.00		30,000.00
56467 · Road repairs	Repairs not covered under Capital Projects Fund	-	12,877.00		4,200.00		5,000.00
56468 · Signage	Street Signs	-	290.20		8,274.00	Non Regulated Chevron/Boat Ramp	9,275.00
56470 · FERDAP - PARK LANDS	Grant Funded Capital Acquisitions	-					-
		43,744.94	44,078.19	35,956.89	224,170.00		94,275.00

Flagler Estates Road and Water Control District
Proposed - Capital Projects Fund Budget
Fiscal 2017-18
with Comparisons

Fiscal 2016-17	2016-17 as Amended	Proposed 2017-18 Budget	Change from Prior Year: Dollars	Change from Prior Year: Precent	Per Acre Figures @ 6180.61 Acres: 2015-16	Per Acre Figures @ 6180.61 Acres: 2016-17
Anticipated Revenues						
31125 · CIP Assessment Collections	228,992.00	228,992.00	-	0.00%	37.05	37.05
36110 · Interest Income	-	-	-		-	-
36115 · Other Grants	-	-	-		-	-
36120 · Interest Income - CCB	-	-	-		-	-
36990 · Miscellaneous Revenue	-	-	-		-	-
36995 · Proceeds from Financing Sources	-	-	-		-	-
Use of Reserves	-	-				-
39991 · FEMA - Grants	-	-	-		-	
Total Anticipated Revenues	228,992.00	228,992.00	-	0.00%	37.05	37.05
Proposed Expenditures						-
53131 · Engineering Services	-	-	-		-	-
53132 · Project Supervision	-	-	-		-	-
53133 · Survey Services	-	-	-		-	-
53134 · Environmental Services	-	-	-		-	-
55153 · Admin Fees, Licenses, Permits	-	-	-		-	-
55230 · SJC - Collection Exp	-	-	-		-	-
55235 · SJC Assessment Discount	-	-	-		-	-
55275 · Collection Expense	-	-	-		-	-
56460 · Paving and Stabilization	-	-	-	0.00%	-	-
56465 · Road Resurfacing	250,000.00	265,000.00	15,000.00	0.00%	40.45	42.88
56466 · Drainage Control	-	-	-		-	-
56470 · Guardrail Installation	-	-	-		-	-
56475 · Signage	-	-	-		-	-
56480 · Pavment Striping	-	-	-		-	-
56485 · Drainage Imp - Intersections	-	-	-		-	-
56490 · Driveway Culverts	-	-	-		-	-
56495 · Paving Culverts & Rip Rap	70,000.00	70,000.00	-		11.33	11.33
56500 · Culvert Replacements	-	-	-		-	-
57000 · Storm Water Treatment	-	-	-		-	-
Total Proposed Expenditures	320,000.00	335,000.00	15,000.00	4.69%	51.78	54.21
Anticipated Excess/(Deficit)	(91,008.00)	(106,008.00)	(15,000.00)	16.48%	(14.73)	(17.16)
Opening Reserves	279,041.11	188,033.11				
Use of Reserves		-				
Closing Reserves	188,033.11	82,025.11				

#2

Flagler Estate Road & Water Control District
General Fund Accounts Payable
August 18, 2017 to September 7, 2017

Payee	Purpose		Amount
Advanced Disposal	Trash	$	353.83
Aflac	Employee Pd Insurance	$	471.16
AG-Pro Companies	Chain saw chain and plugs	$	51.17
Cardmember Services	Hydrant/Shop parts	$	932.53
Florida Stormwater Association	Membership Renewal	$	500.00
FPL	Electric Service	$	239.83
FPL	Electric Service	$	172.65
FPL	Electric Service	$	23.50
Futch's Tractor Depot, Inc.	Chain saw chain and oils	$	48.62
Michael Paesch	Cell Phone Stipend	$	50.00
Port Consolidated	Fuel	$	1,134.49
Principal Financial	Life/Dental	$	356.82
Quikrete Companies	Rip Rap (6) pallets	$	1,122.00
Ring Power	Parts	$	128.48
Russell D. Castleberry, Esq.	Professional Services	$	2,333.33
United Health Care	Medical Insurance	$	6,690.28
Village Key & Alarm	Monitoring	$	66.00
W. H. O'Connell & Associates, Inc.	Professional Services	$	862.50
	Total Payables	**$**	**15,537.19**

#3

Flagler Estates Road & Water Control District
Administrator Report
9-7-2017

1. Processed employee updates, incoming mail, copies, payroll, invoices, warrants, posted payables, created treasury report, completed/approved culvert and move on permits to include all driveway culvert packages

2. Called in cut phone lines, trees on power lines, cleaned ofc/bathroom and prepared all road repair work orders, filing, received phone calls, greeted public/requests, logged illegal dump sites for County record, made bank deposits, cleared all County CO's via online database for final inspections for landowners home services and email Paul Hansen's BOS documents

No Show

3. Interviewed candidates for office opening, did background check, selected and sent Vo Anne Page to Healing Arts for pre-employment screening and 16 resumes/applications were received for the Mower Operator position
   Lori Misamore Left VM today took another job

4. Prepared the Agenda for the September 7th Budget Hearing and the Board folders to include public copies in lobby and updated the District website

5. Dex Imaging; District owns equipment but has maintenance contract. The $215 overage charges was for 6 months of metered copies and service. Can cancel with letter 30 days prior to Jan 2018 contract period.

6. Provided CPA an updated Budget worksheet for FY2017-18 and received from the IRS a new Tax Exempt form expiring in October 2023

7. Processed three permitted culvert packages for installation and received One move on permit and there were no SJ County wired deposit funds

8. Provided to Board several documents in preparation of the new Budget and created log sheet for pc back ups to be kept in fire proof safe

9. Received notice CP216F from the IRS as confirmation of completion for the 5500SF/8955 year end 2016 per compliance of retirement plan filing

10. PGIT provided new Hurricane claims forms (Loss Property/Vehicles) POC

11. Received/emailed to BOS the Thompson Baker Insurance renewal and marketing results for WC and Commercial/Liability. Preparing for IRMA!

403.19 ATTENDANCE AND LEAVE RECORDS

The District Foreman is required to record the regular hours, overtime and leave on the weekly timesheets for each employee in the maintenance department. The District administrator is responsible for processing the weekly payroll and pay checks for the entire staff and for verifying the accuracy of all records relating thereto. If compensatory leave is to be granted, an accurate record of overtime work by each employee must be kept. An employee who earns or uses compensatory leave credits in an amount of time which is less than a full hour shall be credited with such leave rounded off to the next hour.

Attendance and leave records shall include, but not be limited to, attendance on official duty, annual leave earned, used and accrued, overtime work, compensatory leave credits earned and used, any cash payments for overtime, and any other leaves of absence with or without pay. Falsification of leave records by an employee is cause for dismissal of those involved.

403.20 EXIT INTERVIEWS

The District Administrator may interview an employee who voluntarily separates from employment with the District to determine the exact reasons for such separation.

403.21 NATURAL DISASTERS

When a natural disaster occurs, the Board of Supervisors will determine whether to close the District office. If the office is closed, all employees may be granted administrative leave with pay and employees who are required to work may be awarded compensatory leave credits for all time worked.

404 EMPLOYEE RELATIONS

404.1 POLITICAL ACTIVITIES

To avoid conflicts of interest, employees may not participate in the political campaign of any candidate during District work hours or with use of District equipment.

Employees who wish to seek political office must take a leave of absence beginning 30 days prior to the first primary election.

404.2 CONFLICT OF INTEREST

Under Florida law District employees cannot have personal interests in any enterprise which could create a conflict between their private interests and the public interest.

It is important that employees do not maintain such relationships with organizations, businesses or individuals who have official District business. Additionally, employees are prohibited under Florida law from accepting gifts, money, and the use of private vacation facilities, cars or other items of value from any business or individual who does business with or seeks to do business with the District.

#4

Flagler Estates Road & Water Control District
Foreman's Report 9-7-17

Violations None

Culverts We installed 7 driveway culvert package deals at the following address.- 4735 Melanie St--4025 and 4325 Flagler Estates Blvd--10110 and 10105 Turpin---10100 Underwood Ave---4925 Joesph St and 1 Driveway Permit at 4245 Palatka Blvd .

Mowing Mowing our 10th round of mowing roads should be completed next week .

Ditch Cleaning We have cleaned the following ditches on **Crotty Ave--Benedict St--Winthrope St--Kirchherr Ave--Turpin Ave--Underwood Ave--Jonathon St 2 sections--Melanie St--Cleaned Hydrila out of and around culvert pipes on Palatka Blvd .**

Grading We have reshaped and graded Fredric St and Zigler Ave.

Road repairs We have repaired the following roads on Turpin Ave-- Alvin St--Stycket Ave--Ruth St and on edge on pavement on W.Deep Creek Blvd .Repaired washout on the following roads Cederford Blvd--Vicki St--Olga St--Melanie St--Helena St-- Oliver Ave--Palatka Blvd 20 loads of dirt .

Other's Cleaned tree debris off Florence St on8-23-17 that was dumped . repaired driveway culvert rip rap bags on east side on driveway at 4365 Thersea st .

Projects None

Equipment repairs #55 dump truck replaced relay switch on tarp system . replaced skid shoe and belly pan on 15' mower. Update on Tractor repairs .

PURCHASES 6-Pallets of rip rap $1,200.00----1-24"x20' pipe $391.60----1-24"x40' pipe $783.20----2-30"x30' pipes $1,469.40----1-30"x40' pipe $979.60----8-18"x20' pipes $2,353.60 TOTAL $7,177.40