

**FLAGLER ESTATES ROAD & WATER
CONTROL DISTRICT WORKSHOP MEETING
August 3, 2017**

Proceedings of a Workshop 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: William Fisher, President
Karen Frenz, Vice President
Kathy Carter, Secretary
Rusty Castleberry, District Attorney
Mike Paesch, District Foreman

Absent: Linda Gee, District Administrator

Also attending were Pat Cambeis, Carl Alve, Jack Brown, Walt Smith, Dave Williams.

Call to Order: Mr. Fisher called the meeting to order at 7:30pm, followed by the Pledge of Allegiance.

Agenda Changes: None.

Workshop meeting items:

1. Employee contracts – Because there were questions at the previous meeting as to the existence of management contracts, Kathy had asked Linda for copies of all contracts, and upon receipt had forwarded them to Bill, Karen, and Rusty. Mike's contract clearly contains an automatic renewal clause, while Linda's appears to have terminated. Rusty gave his opinion there is no definitive answer as to the continued legitimacy of Linda's contract since February 13, 2015. He believes there would be a number of factors at play if an argument was made either way—e.g., personality of the judge, continued employment after term's end.

Karen addressed Linda's absence at two consecutive meetings, since this duty is included on her job description. Rusty expressed his opinion that attendance over a larger period of time must be considered.

2. Employee Leave Policy - Karen asked about the filing of a worker's comp claim for Linda's recent absence from the office, which led to further discussion regarding certain provisions contained in the Employee Handbook. As the handbook has not been thoroughly revised for many years, with the most recent modification being 2016 when annual leave policy was more clearly outlined, it was agreed there are ambiguities that could be addressed in a future workshop meeting.

Karen inquired about daily hard disc back-up of Linda's computer in the event of any unexpected events and said she believes that is a necessity for guaranteed smooth operation of District business.

She also spoke to the need for accessibility to the inner office, as Linda and Mike possess the only keys; and it was suggested they determine a location in the outer office for placement of a key, to be disclosed to Board members.

Karen reminded everyone she'll be leaving for vacation August 14 and will not return until the 27th of the month.

Karen referred to item 11 on the District Administrator's report, which lists the employee appreciation dinner scheduled for August 18th, and inquired about the funding for this and the staff Christmas party. As it is paid from District monies, members of the Board asked for an expenditure figure for these two events, which Linda will be asked to provide.

Karen had questions regarding petty cash expenditures, which were explained in a satisfactory manner.

3. Ashley Outfall – This item had been tabled indefinitely at the last meeting and will continue in that status. There was general consensus that this item should be deleted from the agenda.

4. Mike Paesch's job title - It was agreed that the title of "District Foreman" is appropriate and shall remain as such.

Bill Fisher closed the workshop meeting at 7:35.

**FLAGLER ESTATES ROAD & WATER
CONTROL DISTRICT REGULAR MEETING
August 3, 2017**

Proceedings of a 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: William Fisher, President
Karen Frenz, Vice President
Kathy Carter, Secretary
Rusty Castleberry, District Attorney
Mike Paesch, District Foreman

Absent: Linda Gee, District Administrator

Also attending were Pat Cambeis, Carl Alve, Jack Brown, Walt Smith, Dave Williams.

Call to Order: Mr. Fisher called the meeting to order at 7:35pm.

Approval of Minutes: Kathy noted she had forgotten to indicate the District Administrator's report as 'Attachment 5.' **17-08/03-01 Karen Frenz made a motion to approve the minutes, seconded by Kathy Carter, and passed unanimously.**

Treasurer's Report: (Attachment 1) Kathy inquired about the cell phone stipends for both management employees and stated her understanding of the necessity for the District Foreman, who is on call 24/7, but said she believed \$50/month is excessive for an office person. There was some discussion concerning how a determination could be made for an appropriate amount but no real resolution being apparent, **17-08/03-02 Kathy Carter made a motion to eliminate the stipend for the Administrator's cell phone, seconded by Karen Frenz, and motion carried, with Bill Fisher opposed.**

- Approval of Accounts Payable – **17-08/03-03 Kathy Carter moved that accounts payable for July 20, 2017, be approved retroactively, as approval had been inadvertently overlooked last meeting, seconded by Karen Frenz, carried unanimously.**

17-08/03-04 Kathy Carter made a motion that accounts payable for August 3, 2017, be paid. Motion seconded by Karen Frenz. Carried unanimously.

Engineer's Report: None.

Regular Meeting Items:

1. District Managers pay – Bill Fisher presented a listing of top salaries of district managers

across varying types of special districts (**Attachment 2**). The question was raised about its relevance since it applies to district managers. Rusty asked about the origin of this list; and Bill indicated he and Linda had compiled it, with some input from the executive director of the Florida Association of Special Districts.

2. Dry hydrant update – Still awaiting two pieces, but Bill expects first installation within three weeks.

3. District website – The point was made that the website is poorly done. Kathy commented that landowners should have ready access to information about the District, whether it be minutes, financials, or other facets of operation, and suggested that research is needed to ascertain what may be involved in having a presentable website created. There was discussion and agreement that Kathy and Karen could work together on this project and come back with ideas as long as everything is subject to Board approval before any implementation.

4. Sunshine Law re Board members' communications – Rusty summarized the Sunshine Law as applying to any meeting of two or more members of the Board, "meeting" being broadly defined as meeting in person, sending emails, phone calls, or letters, purpose of which is the discussion of any business that may come before the Board for action. He clarified there is no problem with strictly transmitting information and read a segment from the Sunshine Law manual concerning the transmission of emails among Board members, which does not constitute a violation as long as there is no exchange of comments or responses or anything which would be construed as "interaction."

Attorney Report: Rusty stated he'd provided Mike and Linda with a copy of the certified letter concerning the violation at Florence and Guzman and had also suggested Mike hand deliver a copy.

Administrator's Report: (**Attachment 3**)

District Foreman's Report: (**Attachment 4**) Karen asked if Mike has called for other bids for vegetation spraying by companies that would remove, bag, or bury the vegetation rather than just spraying it and allowing it to sink to the bottom. He responded that he believes the contract is up for renewal in March, at which time the Board would have to address this if they wish to make a change.

Mike reminded the Board he will be out on vacation next week as approved.

The tractor that was just returned by Ring Power still has an issue and is going back into the shop. Ring Power picked up the other tractor and Mike is expecting an estimate he believes will be close to \$15,000. He will transmit the estimate when he gets it. However, in the interest of time and since Mike will be out next week, it was recommended the Board approve a dollar figure so work can be started. **07-08/03-05 Karen Frenz made a motion that we approve repairs to the MT525B tractor not to exceed \$19,500, Kathy Carter seconded, and the motion carried unanimously.**

Consent Agenda: None.

Old Business: None.

Public Comments:

Carl Alve expressed his opinion that, while he applauds the Board's efforts to look out for taxpayer dollars, perhaps some Board comments could be stated more succinctly and maybe more of them need to be addressed to our attorney.

Jack Brown observed that job descriptions appear to be outdated and suggested maybe all job descriptions need to be updated and positions re-evaluated. He asked Mike about progress on his work order, which Mike pointed out has been pushed back due to inclement weather.

Bill Fisher asked **Dave Williams** for an update on the status of the CRA. Dave indicated something is brewing but isn't aware of its nature and will inform Bill when he finds out. He also said he's having a water issue that appears to be the result of loads of dirt being deposited on the lot next to him. Aspects of the issue were discussed and Karen mentioned a County ordinance addressing it. She believes Public Works is the place to start an investigation into the ramifications of a neighbor's water flowing onto your property.

Board Comments:

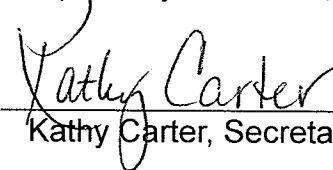
Karen Frenz asked about signs informing residents of dangers involved in fishing in Deep Creek, and Bill said caution signs are in process.

Kathy Carter – none


Bill Fisher – none

There being no further business, the meeting was adjourned at 8:25pm.

Respectfully submitted,


Kathy Carter, Secretary

Approved,


Bill Fisher, President

Florida Statute 871.01 prohibits the disruption of public meetings. Whoever willfully interrupts or disturbs any public meeting shall be guilty of a misdemeanor of the second degree, punishable as provided in F. S. 775.082 or F. S. 775.083.

Att. #1

Flagler Estate Road & Water Control District
General Fund Accounts Payable
July 21, 2017 to August 3, 2017

Payee	Purpose	Amount
Advanced Disposal	Trash	\$ 354.25
Aflac	Employee pd Insurance	\$ 382.24
Carr Riggs & Ingram, LLC	FY2016 Audit	\$ 7,300.00
Crystal Springs	Water	\$ 54.13
FPL	Electric Service	\$ 290.98
FPL	Electric Service	\$ 172.65
FPL	Electric Service	\$ 23.50
Gator Parts & Sales	PVC coupling and thread	\$ 21.24
Hagan Ace Hardware	Proxy screws/bolts and paint	\$ 30.48
Linda Gee	Petty Cash	\$ 180.74
Linda Gee	Cell Stipend	\$ 50.00
Michael Paesch	Cell Stipend	\$ 50.00
Port Consolidated	Fuel	\$ 240.70
Principal Financial	Life/Dental	\$ 356.82
Ring Power	Tractor Repair	\$ 5,372.78
Russell D. Castleberry, Esq.	Professional Services	\$ 2,333.33
Sanford & Son Auto Parts Inc	Proxy	\$ 7.99
The Quickrete Company	6 Pallets of Rip Rap	\$ 1,152.00
	Total Payables	\$ 18,373.83

Att. # 2

District Type	DM Salary Range	Notes	Column2	Column3
Water	129,000			
Fire	148,000			
Water	85,000 -105,000			
Fire	152,000			
Fire	123,600 -152,000			
Water	95,00			
Mosquito	23.38 - 43.88 Per hour			
Fire	135,000			
Fire	153,000			
RD/Water	83,200			

- The number of survey responses for each classification is provided in the final column. The average number of responses for all of the classifications is provided in the final row of the exhibit.

EXHIBIT B
AGGREGATED SALARY SURVEY RESULTS BY CLASSIFICATION

Classification	Survey Minimum	Survey Midpoint	Survey Maximum	# Resp
	Average	Average	Average	
ACCOUNTANT	\$50,825.79	\$65,023.58	\$79,221.37	10
ACCOUNTING MANAGER	\$64,293.46	\$83,774.28	\$103,255.10	6
ACCOUNTS PAYABLE SPECIALIST	\$38,900.16	\$49,781.86	\$60,663.55	9
ADMINISTRATIVE ASSISTANT	\$38,868.49	\$49,634.81	\$60,401.12	11
ADMINISTRATIVE OFFICE COORDINATOR	\$41,708.73	\$53,341.55	\$64,974.37	4
ADMINISTRATIVE OFFICER	\$59,477.74	\$75,744.02	\$91,965.19	4
AGENDA COORDINATOR	\$41,738.49	\$54,378.86	\$67,019.22	5
AQUATICS OPERATIONS SUPERVISOR	\$47,143.26	\$62,401.36	\$75,923.71	5
ASSISTANT CITY ATTORNEY II	\$98,160.82	\$127,517.68	\$156,874.55	5
ASSISTANT CITY MANAGER OPERATIONS	\$120,333.38	\$155,720.19	\$191,107.00	6
ASSISTANT CITY MANAGER SUPPORT SERVICES	\$118,314.90	\$153,576.09	\$188,837.28	7
ASSISTANT FIRE CHIEF	\$92,419.05	\$118,914.40	\$145,409.74	6
ASSISTANT POLICE CHIEF	\$89,188.76	\$114,403.41	\$139,618.07	4
BATTALION CHIEF	\$73,116.76	\$92,463.85	\$111,810.95	5
BENEFITS MANAGER	\$59,617.90	\$77,044.63	\$94,471.35	10
BUILDING & INSPECTION ADMINISTRATOR	\$76,768.83	\$97,651.54	\$118,534.25	6
BUILDING INSPECTOR	\$50,522.12	\$64,157.57	\$77,793.02	9
BUYER	\$44,441.52	\$56,939.07	\$69,436.63	9
CHIEF FINANCIAL OFFICER	\$107,914.03	\$139,891.51	\$171,868.99	10
CHIEF INNOVATION & TECHNOLOGY OFFICER	\$100,808.57	\$131,004.02	\$161,199.46	10
CHIEF PURCHASING OFFICER	\$91,930.75	\$118,880.89	\$145,831.03	6
CITY CLERK	\$79,133.61	\$100,623.75	\$122,113.89	4
CITY ENGINEER	\$96,970.34	\$126,186.66	\$155,402.98	8
CODE ENFORCEMENT ADMINISTRATOR	\$55,593.33	\$72,457.87	\$89,322.40	4
CODE ENFORCEMENT OFFICER	\$40,888.78	\$52,349.03	\$63,809.27	7
COMMUNICATIONS SPECIALIST	\$38,565.36	\$49,076.98	\$59,588.59	7
COMMUNICATIONS SUPERVISOR	\$47,143.17	\$58,943.68	\$70,744.20	5
COMMUNITY IMPROVEMENT DIRECTOR	\$88,228.65	\$113,842.45	\$139,456.25	8
COMMUNITY SERVICE OFFICER	\$35,363.63	\$44,125.61	\$52,887.58	3
CONSTRUCTION MANAGER	\$62,842.34	\$80,263.51	\$97,684.68	7
CONTRACTS ADMINISTRATOR	\$51,533.68	\$66,974.95	\$82,416.22	5
CRIME ANALYST	\$43,837.67	\$55,626.00	\$67,414.33	5
CRIME SCENE INVESTIGATOR	\$42,620.98	\$53,948.02	\$65,275.06	4
CRIME SCENE INVESTIGATOR SUPERVISOR	\$51,723.74	\$65,953.62	\$80,183.50	4
CUSTOMER SERVICE ASSISTANT	\$31,567.74	\$40,821.10	\$50,283.88	8
CUSTOMER SERVICE REPRESENTATIVE	\$32,916.04	\$41,472.78	\$50,029.52	8
DATABASE ADMINISTRATOR	\$68,032.21	\$87,389.33	\$106,746.46	4
DEPUTY CITY CLERK	\$57,497.23	\$73,427.51	\$89,357.79	5
DIVISION CHIEF	\$81,414.68	\$104,748.57	\$128,082.47	6



EXHIBIT B
AGGREGATED SALARY SURVEY RESULTS BY CLASSIFICATION (Continued)

Classification	Survey Minimum Average	Survey Midpoint Average	Survey Maximum Average	# Resp
ELECTRICAL INSPECTOR	\$51,006.46	\$64,814.24	\$78,622.02	8
ENVIRONMENTAL COMPLIANCE MANAGER	\$66,376.67	\$85,127.97	\$103,879.28	7
ENVIRONMENTAL SERVICE DIRECTOR	\$102,779.62	\$132,843.92	\$162,908.23	6
EVIDENCE CUSTODIAN	\$38,044.59	\$48,168.32	\$58,292.05	4
EXECUTIVE ASSISTANT	\$42,257.98	\$54,530.67	\$66,803.37	9
EXECUTIVE SECRETARY TO CITY COMMISSION	\$49,827.43	\$64,467.76	\$79,108.10	3
EXECUTIVE SECRETARY TO THE CITY MANAGER	\$48,140.08	\$61,305.65	\$74,471.22	6
FIRE & LIFE SAFETY PLAN REVIEWER	\$52,884.84	\$65,387.85	\$77,890.86	3
FIRE CHIEF	\$106,784.95	\$139,782.95	\$172,780.96	5
GIS ADMINISTRATOR	\$64,370.62	\$82,654.25	\$100,937.88	10
GIS ANALYST	\$48,042.92	\$63,150.83	\$77,217.99	7
HUMAN RESOURCES DIRECTOR	\$96,253.25	\$124,025.58	\$151,797.91	9
HUMAN RESOURCES RECORDS MANAGEMENT TECHNICIAN	\$35,686.90	\$45,936.81	\$56,186.71	10
HUMAN RESOURCES SPECIALIST - BENEFITS	\$46,637.25	\$60,205.99	\$73,774.74	9
HUMAN RESOURCES SPECIALIST - TALENT MANAGEMENT	\$46,535.12	\$60,460.80	\$74,386.48	6
INFRASTRUCTURE ENGINEER	\$59,432.40	\$75,446.24	\$91,460.09	4
IT BUSINESS ANALYST	\$56,752.42	\$73,709.49	\$90,666.57	5
IT PROJECT MANAGER	\$72,559.96	\$94,948.14	\$117,336.33	7
LABORATORY TECHNICIAN	\$39,272.17	\$49,241.06	\$59,209.95	5
LANDSCAPE - SITE INSPECTOR	\$46,363.36	\$55,981.41	\$65,599.45	3
LEAD LIFEGUARD	\$33,890.50	\$43,674.71	\$51,951.54	6
LIFEGUARD-POOL	\$29,566.77	\$36,566.95	\$43,567.12	7
MANAGER OF WATER TREAT PLANT	\$64,404.80	\$81,250.07	\$98,095.35	6
MANAGER OF WATER/SEWER NETWORK	\$60,173.22	\$78,053.41	\$95,096.90	6
MECHANICAL INSPECTOR	\$49,878.89	\$63,177.82	\$76,476.75	8
METER OPERATIONS SUPERVISOR	\$47,290.37	\$57,384.65	\$67,478.94	3
OCEAN RESCUE SUPERINTENDENT	\$53,699.82	\$67,654.39	\$81,608.96	5
PARKING ENF. SPECIALIST PT	\$33,505.34	\$39,410.75	\$46,994.45	3
PARKS & RECREATION DIRECTOR	\$100,535.34	\$130,248.84	\$159,962.33	6
PARKS MAINTENANCE SUPERVISOR	\$44,341.28	\$56,270.34	\$68,199.39	7
PARKS SUPERINTENDENT	\$66,621.83	\$88,256.27	\$107,764.31	6
PAYROLL ADMINISTRATOR	\$45,161.05	\$58,052.62	\$70,944.19	7
PERMIT CLERK	\$35,624.49	\$45,322.76	\$55,021.03	7
PLAN REVIEWER	\$51,641.95	\$65,615.70	\$79,589.44	9
PLANNER	\$51,762.38	\$65,779.99	\$80,059.98	9
PLANNING & ZONING DIRECTOR	\$91,635.41	\$118,259.20	\$144,882.99	6
PLANNING, BUDGET & CONTROL MANAGER	\$69,241.11	\$87,643.58	\$106,046.06	7
PLUMBING INSPECTOR	\$51,461.07	\$64,900.29	\$78,339.50	7
POLICE CAPTAIN	\$79,911.37	\$105,622.25	\$129,802.03	4
POLICE CHIEF	\$100,732.51	\$130,054.44	\$159,376.37	4



EXHIBIT B
AGGREGATED SALARY SURVEY RESULTS BY CLASSIFICATION (Continued)

Classification	Survey Minimum	Survey Midpoint	Survey Maximum	# Resp
	Average	Average	Average	
POLICE INFORMATION SPECIALIST SUPERMSCR	\$41,383.92	\$51,617.65	\$61,851.39	3
PRINCIPAL PLANNER	\$67,911.66	\$85,643.58	\$103,375.49	8
PUBLIC INFORMATION MANAGER	\$70,581.67	\$91,500.76	\$112,419.85	8
RECOVERY & COLLECTIONS SPECIALIST	\$47,068.77	\$56,752.67	\$66,436.56	3
RECREATION LEADER (PT)	\$26,835.95	\$35,270.54	\$43,207.77	7
RECREATION SUPERINTENDENT	\$63,238.17	\$82,346.79	\$100,247.35	7
RECREATION SUPERMSCR I	\$36,353.15	\$45,716.77	\$55,080.40	5
RECREATION SUPERMSCR II	\$45,454.39	\$58,864.44	\$70,523.13	4
RECREATION SUPERMSCR III	\$52,432.50	\$65,927.62	\$79,422.73	5
RISK MANAGER	\$73,578.27	\$93,673.70	\$113,769.12	7
SENIOR CHEMIST	\$51,630.46	\$65,797.36	\$79,964.27	5
SENIOR PLAN REVIEWER	\$51,322.14	\$66,845.92	\$82,369.71	6
SENIOR POLICE INFORMATION SPECIALIST	\$36,442.84	\$44,097.60	\$51,752.36	2
SR HR MGR/ EMP & LABOR RELATIONS	\$72,266.28	\$92,033.39	\$111,800.50	6
SOFTWARE ENGINEER	\$70,598.66	\$89,645.31	\$108,691.96	3
STAFF ASSISTANT I	\$29,102.29	\$37,434.08	\$45,768.09	9
STAFF ASSISTANT II	\$33,046.81	\$42,523.18	\$51,999.56	5
STORM WATER ADMINISTRATOR	\$57,117.27	\$70,342.39	\$83,003.77	3
STREETS SUPERINTENDENT	\$59,366.54	\$77,375.66	\$94,540.59	5
TALENT MANAGER	\$63,703.22	\$83,801.18	\$103,899.15	4
TECHNICAL SUPPORT ANALYST I	\$46,315.92	\$59,256.39	\$72,196.86	7
TRAFFIC ENGINEER	\$70,631.43	\$90,199.08	\$109,766.72	3
TREASURER	\$70,772.78	\$90,397.96	\$110,023.14	4
UTILITIES FINANCIAL MANAGER	\$63,630.62	\$81,897.32	\$100,164.01	4
UTILITIES OFFICE SUPERMSCR	\$47,667.92	\$60,720.23	\$73,772.54	4
UTILITY BILLING SPECIALIST	\$34,194.19	\$43,097.34	\$52,000.48	6
UTILITY INSPECTOR	\$49,747.83	\$64,612.92	\$79,478.01	4
Overall Average				6



Att. # 3

Flagler Estates Road & Water Control District
Administrator Report
8-3-2017

1. Processed employee updates, incoming mail, copies, payroll, invoices, warrants, posted payables, created treasury report, completed/approved culvert and move on permits to include driveway culvert packages
2. Called in cut phone lines, trees on power lines, 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 of home services
3. Processed in QB the Receipts of County Funds wire deposits from SJC Tax Collector's office and prepared the Assessment Division spreadsheet dividing the funds in the amount of \$101,609.53 between GF/CIP accounts
4. Prepared the Agenda of the BOS WS/Regular meeting on August 3rd and also prepared the Board folders and made copies for the public
5. Paul Hansen since the landowners meeting has an open record request of all documents the Board receives to be sent via email until he says to stop
6. The Ram was bad and replaced with a 4gb in the CPU tower, deleted bad malware and also updated windows. \$40 Labor plus \$50 part =\$90 total
7. Completed & filed online the 5500-SF with the US Dept of Labor per MM
8. Updated the District Website and replenished Petty Cash since 12/16/16
9. Deposited \$600 cash from Employee Appreciation into GF for Dry Hydrant
10. Removed Daltin Beverly from Principal Life and United Health Care and will run the employment ads for mower operator and part time assistant
11. Employee Appreciation dinner is Friday, Aug 18th at 6 pm Corkey Bells

Att. # 4

**Flagler Estates Road & Water Control District
Foreman's Report 8-3-17**

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Violations 1 on Kirchher Ave no permit -Pulled permit on 7-24-17

Culverts None

Mowing We are mowing on our 9th round .

Ditch Cleaning We have cleaned the following ditches on **Dillon Ave--Melanie St--
W.Deep Creek Blvd--Bendict St--Light Ave--Flagler Est Blvd--Ashley St--Vaughan
Ave.**

Grading We have Reshaped and graded the following roads **Beckenger Ave--
Jonathon St between Vaughan Ave and Erikison Ave.**

Road repairs We have repaired the folloeing roads on **Flagler Est Blvd--
Zigler Ave--Vaughan Ave--Kisten St--Inez St--Joyce St washout by 4425. We
repaired pot holes on the following Rap Roads Allison Ave--Kirchherr Ave--
Issacson Ave--Isom and Vicki St.**

Other's Vegation control up date Clear water was out on 7-26-17 Sprayed lateral
canals and the main canal .

Projects

Equipment repairs #46 Loader replaced cutting edge and bolts---15 ft Schulte
mower replaced center gear box

PURCHASES None