

IMMOKALEE WATER & SEWER DISTRICT

1020 SANITATION ROAD

IMMOKALEE, FLORIDA 34142

(239) 658-3630

REGULAR MEETING
February 18, 2009

Call to Order:

Mr. Thomas called the meeting to order at 3:35 p.m. Mr. Thomas asked for a roll call.

(CALL TO ORDER)

Directors present:

Mr. Raymond Holland, Mr. Fred Thomas, Mr. Everett Loukonen and Mr. Richard Rice.

(ROLL CALL)

Staff present:

Mr. Kenneth Thompson, Mrs. Eva Deyo, Ms. Norma Ramirez, Ms. Oona Reyna, Mr. Fernando Ramirez, Mrs. Jessica Hernandez, Mr. Jeff Tuscan, Mr. Ben Van Klinger with Tuscan & Company and Mr. Gary Ferrante with AECOM.

Others present:

Bernardo Barnhart

Adoption of Agenda:

Mrs. Deyo asked to add under the Action Agenda B. Approval of engagement letter for Tuscan & Company.

(MOTION TO ADD ENGAGEMENT LETTER TO ACTION AGENDA)
(MOTION TO APPROVE THE AGENDA)

Mr. Rice made a motion to add under the Action Agenda B. Approval of engagement letter for Tuscan & Company and to approve the Agenda as it has been submitted.

Mr. Loukonen seconded the motion.

Motion carried unanimously.

Employee recognition:

The Board recognized Mr. Fernando Ramirez as Employee of the month for November.

Public Concerns:

There were none.

STAFF GOOD CAUSE ITEMS:

Mrs. Deyo explained to the Board that the District was receiving bids for RFQ for the engineers and RFP for the tank cleaning.

Mr. Rice and Mr. Loukonen will sit in with Mrs. Deyo for the RFQ for engineering services.

Mr. Thomas and Mr. Ferrante will sit in with Mrs. Deyo for the RFP for the tank cleaning.

BOARD CONCERNS:

There were none.

OLD BUSINESS:

There were none.

NEW BUSINESS:

There were none.

CONSENT AGENDA:

Mr. Rice made a motion to approve the Consent Agenda.

Mr. Loukonen seconded the motion.

Motion carried unanimously.

(MOTION TO
APPROVE
CONSENT
AGENDA)

ACTION AGENDA:

Mr. Tuscan gave a detailed presentation on the annual audit.

The Board discussed the audit in detail.

Mr. Tuscan suggested to the Board to buy a template they have to offer so that staff can better prepare for next years audit. Mr. Tuscan gave a brief explanation of the template to the Board.

The Board discussed how long will it take to fix any problems staff was having with their computers.

Mr. Rice made a motion to instruct staff to get with another company that uses the same program and work out any kinks the District is having with the current program and come back with a cost not to exceed \$3,000 and to do this within 3 months.

Mr. Loukonen seconded the motion.

Motion carried unanimously.

Mr. Holland made a motion to buy the template from Tuscan & Company and to train staff on how to use the template as well as looking at the template to see that it is being used correctly and not to exceed \$4,000.

Mr. Rice seconded the motion.

Motion carried unanimously.

The Board discussed the travel form and the physical inventory in detail.

Mr. Tuscan stated that the control of fixed assets and the disposed assets needed to be approved by the Board.

Mr. Thomas explained to the Board that what Mr. Tuscan was referring to was that when Arrowhead was required to put in certain lines and then turned over to the District, that should have been recorded in 2007 and it was not recorded until now in 2008. Mr. Thomas recommended that whenever the District is getting ready to accept lines that the District requires from developers to put in, they come to this Board with a resolution for them to acquire these. Part of that resolution would be strictly from the engineer that it was put in properly, and recommend that the District add this as an asset to the Districts assets and that will trigger for it to get posted at the right time.

Mr. Tuscan recommended that in the minutes Ms. Ramirez highlight anything with accounting numbers attached so that Mrs. Deyo or Ms. Reyna be able to

(MOTION TO INSTRUCT STAFF TO LOOK INTO OTHER COMPANIES AND FIX CURRENT PROBLEMS NOT TO EXCEED \$3,000) (MOTION TO BUY TEMPLATE FROM TUSCAN & COMPANY AND TRAIN STAFF NOT TO EXCEED \$4,000.)

easily spot.

The Board instructed Mrs. Deyo to bring back to the Board a policy for the process of when developers are ready to turn over to the District and a whistle blower policy in the event an employee needs to report a complaint or concern.

Mr. Rice made a motion to approve the audit as well as the management letter and the response letter to the management letter

(MOTION TO APPROVE THE AUDIT)

Mr. Holland seconded the motion.

Motion carried unanimously.

Mr. Holland made a motion to approve the engagement letter for Tuscan & Company and fees not to exceed what is on page 6.(see attachment)

(MOTION TO APPROVE ENGAGEMENT LETTER FOR TUSCAN & COMPANY)

Mr. Rice seconded the motion.

Motion carried unanimously.

DISCUSSION AGENDA:

Mr. Rice made a motion to authorize the appropriate people to sign the necessary application and accept the authorization by USDA to apply for \$8,500,427 for a loan and grant.

(MOTION TO ACCEPT THE AUTHORIZATION BY USDA TO APPLY FOR \$8,500,427)

Mr. Loukonen seconded the motion.

Motion carried unanimously.

Other Public Interests:

There were none.

(MEETING ADJOURNED)

Adjournment:

Meeting adjourned 5:43 p.m.

Reviewed by:

Mr. Richard Rice, Secretary

Date