

CHARLOTTE HARBOR WATER ASSOCIATION
Board of Directors Meeting
Tuesday, March 13, 2018
Minutes

President Steve Vieira called the meeting to order at 4:00 pm located at 2515 Highlands Rd in the CHWA Plant Office. Those in attendance and constituting a quorum were:

Steve Vieira, President
Richard Guimond, Vice-President
William Lemna, Treasurer
Ned Rose, Secretary
Steve Schwarz, Director

Staff in attendance:

Scott Baker, Superintendent
Lisa Kolar, Accountant

Others in attendance:

Danny Nelson, Tetra Tech

Approval of Minutes for both the February 13, 2018 Regular Meeting and the Revised Minutes for the December 12, 2017 meeting – Motion made by Steve Schwarz, seconded by William Lemna, accepted unanimously.

Old Business

1. **Engineering update** – presentation given by Danny Nelson of Tetra Tech: Capital Program and Rate Study to be complete by May 15, 2018; the draft Master Plan to be complete by June 1st; Sunseeker demo work underway and CHWA has installed valves; Vincennes St. water main extension permits received and work has begun; Well No. 6 Replacement permit received, Wellfield Report has been submitted and finalizing plans to begin to seek pricing from contractors.
2. **Sign new signature card for Charlotte State Bank – changes had to be made after electing officers at the Feb 13 meeting.**

New Business

1. **Flood Insurance – renewal of coverage that expires 3/27/18**
Motion made Not To Renew Flood Insurance contingent on verifying that elevation levels are 10 feet or above made by Richard Guimond, seconded by Steve Schwarz, accepted unanimously.
2. **Presentation of Timeline of Key Items performed by CHWA staff** – Scott Baker presented a chart to the Board showing the staff's key duties and projects and their occurrences throughout the year.
3. **Presentation to the Civic Association** – Scott Baker was invited to speak about CHWA projects at the Civic Association meeting that was being held March 13 at 7:00pm at the Civic Building in Harbour Heights. Scott gave a copy of his presentation to the Board. President Steve Vieira and Secretary Ned Rose both said they would be in attendance to represent the Board.
4. **Fifth Third CD Renewal, Bank United CD Renewal**
Motion to renew all three CD's for no more than a 12-month term and to shop for the best rate made by William Lemna, seconded by Ned Rose, accepted unanimously.

Future Business

1. **Discuss Work Session meetings and set up a Calendar for meetings** – Board agreed to schedule work sessions to discuss one topic at each meeting as follows:
 - a. **Purchasing Policy / Financing Projects Discussion** – Work Session scheduled for March 27, 2018 at 10:00am
 - b. **Personnel Policy** – Work Session to be scheduled at the April Regular Meeting
 - c. **Standard Operating Procedures** – Work Session to be scheduled at the May Regular Meeting
2. **Discuss options with B.O.D. to include them in meetings during their physical absence** – Each Board Director is to bring a device to the April Regular meeting to test how they will be able to call in, skype, etc.
3. **Discuss the Board of Directors List of Goals and Accomplishments that will be kept by staff** – Each Board Director is to contribute a list of accomplishments that the current Board has achieved. The list will be maintained by staff to be presented at the Board of Directors Annual meeting.

Reports

1. **Manager's report**
2. **Treasurer's report**

Member Input: Any member present wishing to address the Board concerning Agenda Items – time limit is 3 minutes – none.

Motion to Adjourn made at 5:35 by Steve Schwarz, seconded by William Lemna, unanimously accepted.

Minutes approved without / with amendments on April 10, 2017. Motion by: Ned Rose 2nd by: Steve Schwarz

Vote: 4-0 President Signature 