

**CHARLOTTE HARBOR WATER ASSOCIATION**  
**Board of Directors Meeting**  
**Tuesday, April 10, 2018**  
**Minutes**

**President Steve Vieira called the meeting to order at 4:02 pm located at 2515 Highlands Rd in the CHWA Plant Office. Directors in attendance and constituting a quorum were:**

Steve Vieira, President  
William Lemna, Treasurer  
Ned Rose, Secretary  
Steve Schwarz, Director

**Director not in Attendance:**

Richard Guimond, Vice-President

**Staff in attendance:**

Scott Baker, Superintendent  
Lisa Kolar, Accountant

**Others in attendance:**

Brett Messner, Tetra Tech  
Danny Nelson, Tetra Tech

**Approval of Minutes for the March 13, 2018 Regular Meeting -**

**Motion** made by Ned Rose, seconded by Steve Schwarz, accepted unanimously.

**Approval of Minutes for the March 20, 2018 Executive Session -**

**Motion** made by Steve Schwarz, seconded by Bill Lemna, accepted unanimously.

**Old Business**

1. **Engineering update** – presentation given by Brett Messner of Tetra Tech: System Wide Hydraulic model is complete and results to be presented in a Final Memo; Capital Program and Rate Study still on schedule to be complete by May 15, 2018; the draft Master Plan to be complete by June 1<sup>st</sup>; Well No. 6 Replacement design complete and waiting for purchase policy to continue with bid process; Well Rehab and Acidization bids received and recommendation to be submitted in the upcoming week.
2. **Approve Purchasing Policy** –  
**Motion** to approve the Purchasing Policy with an effective date of April 17, 2017 giving each Board Director a week to review the Policy and the ability to rescind the approval made by Steve Schwarz, seconded by Ned Rose, accepted unanimously.

**New Business**

1. **Discussion of the USDA Loan and Grant** – Scott Baker, Superintendent and Danny Nelson, Tetra Tech met with USDA (Rural Development) on April 3, 2018. They presented to the Board the process of applying for the Loan and Grant and the rough preliminary timeline of the steps involved.
2. **Accept the 2017 Audit** –  
**Motion** to accept the 2017 Audit made by Bill Lemna, seconded by Steve Schwarz, accepted unanimously.

**Future Business**

1. **Discuss Work Session meetings and set up a Calendar for meetings** –
  - a. **Personnel Policy** – Work Session to be scheduled after Scott receives a copy of the personnel study commissioned by Sanibel Water Utility.
  - b. **Standard Operating Procedures** – Work Session to be scheduled after Scott and Lisa draft the procedures.

**Reports**

1. **Manager's report** – Scott discussed that the generators were inspected and he is awaiting recommendation of repairs needed.
2. **Treasurer's report**

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

At 5:25 p.m. an Executive Session was requested by Bill Lemna – staff and all others in attendance left the meeting room.

Regular Meeting reconvened at 5:45 p.m.

Motion to Adjourn made at 5:50 p.m. by Ned Rose, seconded by Steve Schwarz, unanimously accepted.

Minutes approved without / with amendments on May 8, 2018.

Motion by: Ned Rose 2<sup>nd</sup> by: Steve Schwarz Vote: 3-0

President Signature 