

IMMOKALEE WATER & SEWER DISTRICT

1020 SANITATION ROAD

IMMOKALEE, FL 34142

TELEPHONE (239) 658-3630

September 09, 2019

NOTICE OF MEETING

There will be a Regular Meeting of the Board of Commissioners for the Immokalee Water & Sewer District, on Wednesday, September 18, 2019 at 4:30 P.M. at the office of the Immokalee Water & Sewer District, located at 1020 Sanitation Rd, Immokalee, FL 34142.

REGULAR MEETING AGENDA

1. **Call to Order**
2. **Preliminaries**
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Adoption of Agenda
 - D. Employee Recognition
 1. June 2019-Raul Cano
 2. July 2019-Andrea Sanchez
 - E. Public Concerns
 - F. Staff Good Cause Items
 - G. Board Concerns
 - H. Old Business
 1. USDA Documents
 - I. New Business
3. **Consent Agenda**
 - A. Adoption of Minutes
 1. August 21, 2019 Board Meeting
 2. August 21, 2019 Budget Workshop
 - B. Civil Rights August 2019 Compliance Report
 - C. August 2019 Budget Review
 - D. Fixed Assets Acquisitions-Disposals
 - E. Various Reports
 - F. Project Change Orders
 - G. Engineer's Report – Weston and Sampson
 - H. Director's Report
4. **Action Agenda**
5. **Discussion Agenda**
 - A. Attorney's Report
6. **Other Public Interests**
7. **Adjournment**

"Public discussion will be limited to three (3) minutes per speaker, unless additional information is requested, and additional time is granted by the Board Members."

SPECIAL REQUIREMENTS: If you require special aid or services as addressed in the American Disabilities Act, please contact the District office at (239) 658-3630, no less than five (5) days prior to the above stated date.

IMMOKALEE
WATER & SEWER
DISTRICT

1020 SANITATION ROAD

IMMOKALEE, FL 34142

TELEPHONE (239) 658-3630

MEMO

To: IWSD Board Members
From: Norma Garcia
Date: September 09, 2019
Subject: Special Dates

These employees will have/had the following special dates this month:

September 03, 2019 Ofelia Gonzalez Birthday – Administration Supervisor – Dept.40
September 04, 2019 Hector Ramos Birthday-Wastewater Collection Supervisor-Dept.30
September 06, 2019 Emmanuel Viaud’s 14 Year Anniversary-Wastewater Operator-Dept.20
September 07, 2019 Terry Long’s Birthday- Water Operator-Dept. 10
September 09, 2019 Marco Hernandez Birthday-Maintenance Tech III – Dept.50
September 15, 2019 Lance York's 5 Year Anniversary-Water Operator -Dept. 10
September 21, 2019 Maricela DeLaRosa’s 8 Year Anniversary-Customer Service Representative-Dept. 40
September 26, 2019 Guadalupe Rodriguez 2 Year Anniversary-Wastewater Tech I-Dept. 20

IMMOKALEE WATER & SEWER DISTRICT

1020 SANITATION ROAD

IMMOKALEE, FL 34142

TELEPHONE (239) 658-3630

MEMO

To: IWSD Board Members
From: Norma Garcia
Date: June 10, 2019
Subject: Employee of the Month

Mr. Raul Cano was the winner for the June 2019 "Employee of the Month" contest. He earned this by not using any vacation or sick time and by not being late. He attended the FWPCOA Utilities Maintenance 3 Short School and obtained Water Distribution Level 3 License. This will be Mr. Raul Cano's second time winning this award for this fiscal year.

GREAT JOB RAUL CANO!

IMMOKALEE WATER & SEWER DISTRICT

1020 SANITATION ROAD

IMMOKALEE, FL 34142

TELEPHONE (239) 658-3630

MEMO

To: IWSD Board Members
From: Norma Garcia
Date: June 10, 2019
Subject: Employee of the Month

Ms. Andrea Sanchez was the winner for the July 2019 "Employee of the Month" contest. She earned this by not using any vacation or sick time and by not being late. She attended multiple classes and received certification for Excelling as a Manager/Supervisor, General Office Ergonomics and General First Aid. This will be Ms. Andrea Sanchez's second time winning this award for this fiscal year.

GREAT JOB ANDREA SANCHEZ!

IMMOKALEE WATER & SEWER DISTRICT

1020 SANITATION ROAD

IMMOKALEE, FLORIDA 34142

(239) 658-3630

August 21, 2019

The Board of Commissioners for the Immokalee Water & Sewer District, on Wednesday August 21, 2019 at 4:30 P.M. at the office of the Immokalee Water & Sewer District, located at 1020 Sanitation Rd, Immokalee, FL 34142, held its regular scheduled meeting.

The first item on the agenda was the Call to Order:

Mr. Brister called the meeting to order at 4:33 p.m.

Next was Roll Call:

Mr. Brister asked for a roll call.

(ROLL CALL
OF OFFICERS)

Board Members Present:

Mr. Joseph Brister, Ms. Anne Goodnight, Mrs. Bonnie Keen, Mr. Robert Halman, Ms. Magda Ayala, Mrs. Monica Villa and Mr. Jack Johnson.

Staff Present:

Mr. Kenneth Thompson, Mrs. Eva Deyo, Mrs. Norma Garcia, Ms. Andrea Sanchez, Mrs. Ofelia Gonzalez, Mr. Hector Ramos, Mr. Derys Maldonado, Ms. Faith Gonzales and Mr. Gary Ferrante with Weston & Sampson.

Others Present:

There was none.

Next was Agenda:

Mr. Halman made a motion to approve the Agenda.

(MOTION TO
APPROVE
AGENDA)

Ms. Goodnight seconded the motion.

Motion carried unanimously.

Next was Employee of the Month:

Mrs. Deyo asked to bring it back next month's meeting.

(EMPLOYEE
OF THE
MONTH)

Public Concerns:

There was none.

Staff Good Cause Items:

There was none.

Board Concerns:

Mr. Thompson asked the Board to have a shade meeting on September 18, 2019, for the Foster Marine mediation scheduled for September 20, 2019, at 4:00 P.M.

Mr. Johnson made a motion to approve the Special Meeting for September 18, 2019, at 4:00 P.M.

Ms. Goodnight seconded the motion.

Motion carried unanimously.

Old Business:

There was none.

New Business:

There was none.

Consent Agenda:

Ms. Goodnight made a motion to approve the Consent Agenda.

(MOTION TO APPROVE CONSENT AGENDA)

Mr. Halman seconded the motion.

Motion carried unanimously.

Action Agenda:

Ms. Goodnight made a motion to approve the Executive Directors Job Description with the new additions.

(MOTION TO APPROVE EXECUTIVE DIRECTORS JOB DESCRIPTION)

Mr. Halman seconded the motion.

Motion carried unanimously.

Mr. Brister advised the Board that they need to move up the dates for the Executive Directors position. To run the ad starting today through October and start the interviews and the candidate would start in January 2020.

Mr. Thompson suggested to have a workshop when reviewing the applications.

NEXT WAS ATTORNEYS REPORT:

Mr. Thompson briefed the Board and gave a handout on the District not being able to give money to the Fire District in lieu of taxes. (please see handout)

Next was Adjournment:

Meeting adjourned.

(MEETING
ADJOURNED)

Reviewed by:

Bonnie Keen - Secretary Date

IMMOKALEE WATER & SEWER DISTRICT

1020 Sanitation Rd

Immokalee FL, 34142 (239) 658-3630

BUDGET Workshop

August 21, 2019

Call to Order:

Mr. Brister called the meeting to order at 5:05 p.m.

Directors present:

Mrs. Ann Goodnight, Mrs. Bonnie Keen, Mr. Joseph Brister,
Mr. Jack Johnson, Ms. Magda Ayala, Mr. Robert Halman and Mr. Jack Johnson.

Staff present:

Mrs. Eva Deyo, Mr. Kenneth Thompson, Mrs. Norma Garcia, Mrs. Ofelia Gonzalez, Mr. Hector Ramos, Mr. Derys Maldonado, Ms. Andrea Sanchez and Mr. Gary Ferrante with Weston and Sampson.

Others present:

There were none.

ADOPTION OF AGENDA:

Mr. Halman made a motion to approve the agenda as it has been submitted.

Ms. Goodnight seconded the motion.

Motion carried unanimously.

REVIEW OF THE PROPOSED BUDGET:

Mrs. Deyo went over the proposed budget.

The Board discussed the proposed budget in detail.

Mr. Ferrante gave a brief presentation on the maintenance building, as well as the process for the bids.

The Board discussed the presentation in detail.

PUBLIC COMMENTS:

There were none.

Adjournment:

Meeting adjourned at 6:38 P.M..

IMMOKALEE WATER & SEWER DISTRICT

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August 28, 2019

The Board of Commissioners for the Immokalee Water & Sewer District, on Wednesday August 28, 2019 at 5:05 P.M. at the office of the Immokalee Water & Sewer District, located at 1020 Sanitation Rd, Immokalee, FL 34142, held its regular scheduled meeting.

The first item on the agenda was the Call to Order:

Mr. Brister called the meeting to order at 5:05 p.m.

Next was Roll Call:

Mr. Brister asked for a roll call.

(ROLL CALL
OF OFFICERS)

Board Members Present:

Mr. Joseph Brister, Ms. Anne Goodnight, Mr. Robert Halman, Ms. Magda Ayala, Mrs. Monica Villa and Mr. Jack Johnson.

Staff Present:

Mr. Kenneth Thompson, Mrs. Eva Deyo, Ms. Faith Gonzales, Ms. Andrea Sanchez, Mr. Hector Ramos, Mr. Derys Maldonado and Mr. Gary Ferrante with Weston & Sampson.

Others Present:

There was none.

Next was Agenda:

Mr. Johnson made a motion to approve the Agenda.

(MOTION TO
APPROVE
AGENDA)

Ms. Goodnight seconded the motion.

Motion carried unanimously.

Review of Resolution 19-09 2019-2020 Budget:

The board discussed the Review of Resolution 19-09 2019-2020 Budget in detail.

Public Comment:

There was none.

Adoption of Resolution 19-09 2019-2020 Budget and Amend 2018-2019 Budget:

Ms. Goodnight made a motion to approve the Resolution 19-09 2019-2020 Budget and Amend 2018-2019 Budget.

Mr. Halman seconded the motion.

Motion carried unanimously.

(MOTION TO APPROVE RESOLUTION 19-09 2019-2020 BUDGET AND AMEND 2018-2019 BUDGET)

NEXT WAS ATTORNEYS REPORT:

Mr. Thompson briefed the Board with the upcoming mediation of John Short.

Next was Adjournment:

Meeting adjourned at 5:43 P.M.

(MEETING ADJOURNED)

Reviewed by:

Bonnie Keen - Secretary Date

To Board of Directors
Immokalee Water & Sewer District

From Civil Rights Committee
Immokalee Water & Sewer District

This is to inform you that there was nothing brought before the Civil Rights Committee
in the Month of August 2019.

Norma Garcia
Civil Rights Committee

Immokalee Water & Sewer Dist. (IWSACT)

Detailed Balance Sheet

As of: 8/31/2019

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Draft - Unaudited

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Assets

1010.00	Available	0.00
1020.00	OPERATIONS & MAINTENANCE A	0.00
1030.00	FCB CD-.80% 07/13	0.00
1040.00	Florida Community Bank-CD 2.2%	0.00
1050.00	Available	0.00
1060.00	Available	0.00
1070.00	CASH CHANGE FUND	8,100.00
1080.00	PETTY CASH FUND	300.00
1090.00	Available	0.00
1110.00	Available	0.00
1114.00	Wastewater Revenue Fund	0.00
1120.00	Available	0.00
1130.00	Available	0.00
1155.00	Available	0.00
1165.00	Available	0.00
1170.00	ACCOUNTS RECEIVABLE	698,423.61
1175.00	A/R - FEDERAL GRANT	0.00
1180.00	A/R-MDG	0.00
1181.00	AR-SERENOA	0.00
1182.00	A/R DEVELOPER REVIEWS	15,193.88
1185.00	A/R - EMPLOYEE MISC.	77.70
1190.00	Grants/Other Receivables	0.00
1201.00	Revenue Account	378,684.50
1202.00	Operations & Maintenance Account	176,717.52
1204.00	CD- FFI	578,742.07
1205.00	Special Restricted Reserve Account	237,472.53
1209.00	Money Market Account	10,350,680.20
1210.00	Construction Account	45,515.54
1212.00	Customer Security Deposit Account	1,350,634.00
1213.00	Bond & Interest Fund Account	3,620,421.08
1214.00	Wastewater Construction Account	3,171.47
1215.00	FDEP CONSTRUCTION ACCOUNT	2,499.99
1216.00	FDEP-Loan Debt Service Account	21,112.26
1217.00	Assessment Account	353,190.42
1218.00	FFI - CD - 1.51 - MD 07/17/21	531,743.58
1219.00	SR 29 Assessment	0.00
1230.00	ASSESSMENTS RECEIVABLE	718,007.94
1250.00	EMPLOYEE ADVANCES	0.00
1255.00	ADVANCE EIC PMTS - RECEIVABL	0.00
1260.00	INVENTORY-Dept 10	303,160.83
1265.00	INVENTORY-Dept 50	24,993.07
1270.00	UTILITY DEPOSITS - ELECTRIC	0.00
1290.00	PREPAID EXPENSES	1,200.00
1300.00	LAND	2,563,467.31
1305.00	LAND ACQUIRED BY FORECLOSL	0.00
1310.00	BUILDINGS	51,542.12
1311.00	New Maintenance Building	108,109.58
1320.00	BUILDING IMPROVEMENTS	190,502.30
1325.00	COMPUTER SYSTEM	134,542.30
1330.00	GENERAL PLANT & OFFICE EQUII	2,107,658.62
1350.00	DISTRIBUTION PLANT - METERS	3,033,645.50
1355.00	SR 29 Utility Relocations Design anc	13,761.00

Immokalee Water & Sewer Dist. (IWSACT)

Detailed Balance Sheet

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1360.00	UNDERWRITERS DISCOUNT	0.00
1370.00	DISTRIBUTION PLANT - MAINS	5,816,550.61
1380.00	EASEMENT ACQUISITION	82,473.68
1390.00	SEWER COLLECTION	13,272,151.20
1395.00	ARROWHEAD DISTRIBUTION	1,513,321.64
1400.00	ARROWHEAD WATER	1,262,323.74
1410.00	BOND ISSUE COSTS	0.00
1430.00	AUTOS & TRUCKS	1,387,969.45
1450.00	WELL & WELL FIELDS	220,995.99
1451.00	Sprayfield Outfall Repair	27,727.92
1470.00	SERVICE CONNECTIONS	127,549.60
1490.00	PUMP HOUSE - STRUCTURAL	67,032.46
1510.00	PUMP HOUSE - MECHANICAL	32,029.00
1530.00	RESERVOIR & AERATOR	590,080.77
1560.00	ELECTRICAL	70,238.59
1580.00	FENCING	150,408.42
1590.00	Residential Cross Connection Contr	0.00
1600.00	TURBINE PUMPS - 4"	4,807.26
1610.00	TURBINE PUMPS - 6"	15,684.00
1620.00	TURBINE PUMPS - 8"	0.00
1630.00	STATE RD 29 UTILITY CONFLICT	0.00
1640.00	WATER SOFTENER	0.00
1650.00	CARSON RD WATER TREATMENT	3,399,060.75
1655.00	LIFT STATION I	0.00
1656.00	Lift Station "O"-2010	0.00
1657.00	Lift Station X2 & Force Main	454,570.98
1658.00	Lift Station K	54,983.53
1659.00	LS V, T & Cr Union (I2)	0.00
1660.00	PLANT STORAGE & EQUIPMENT	0.00
1661.00	Lift Station W-Force Main	131,516.36
1662.00	Fuel Storage Tank at Airport WTP	16,212.50
1670.00	MASTER UTILITY PLAN	68,085.00
1672.00	MASTER PLAN 2007-2008	0.00
1675.00	COLOR & IRON STUDY	0.00
1680.00	UTILITY STORAGE BUILDING	14,299.99
1690.00	AIRPORT WELL	115,379.02
1691.00	Airport Addition-2010	50,137.00
1700.00	LANDSCAPING	15,535.22
1710.00	CARSON ROAD WELL	12,775.39
1720.00	DRIVEWAYS	10,345.00
1730.00	WATER PLANT EXPANSION	170,819.47
1740.00	1,000 G.P.M. AERATOR	5,743.87
1750.00	FLOURIDE INJECTION	0.00
1760.00	WESTCLOX EXTENSION	87,996.31
1770.00	SEWER TREATMENT PLANT	11,650,294.91
1771.00	WWTP Monitoring Wells	51,290.05
1772.00	Clarifier Rehab Design Phase	174,623.89
1773.00	Sewer Rehab Design Phase 3	90,770.50
1780.00	EFFLUENT DISPOSAL	3,681,742.44
1785.00	1995-96 PLANT EXPANSION	0.00
1790.00	WATER SYSTEM STUDY	0.00
1792.00	Utility Improvements - 2003-WIP	0.00
1795.00	PLANT EXPANSION 96	0.00
1796.00	PLANT EXPANSION 96	1,414,432.20
1797.00	PLANT EXPANSION 97	1,760,283.94

Immokalee Water & Sewer Dist. (IWSACT)

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1798.00	PLANT EXPANSION 98	22,560.16
1799.00	PLANT EXPANSION	2,387,806.67
1800.00	MANHOLE SYSTEM	154,862.00
1810.00	ACCUMULATED DEPRECIATION	(36,053,316.10)
1820.00	FDOT SR 29 RELOCATION	0.00
1850.00	EXCHANGE	0.00
1861.00	Various Liftstation Improvement	177,287.21
1862.00	Class A Sludge Process	2,065,485.03
1865.00	WASTEWATER PLANT EXPANSIOI	59,225.00
1870.00	DIW PROJECT	5,351,162.76
1871.00	DIW Piping Modifications 2015	182,956.80
1875.00	DISINFECTION SYSTEM IMPROVE	316,724.71
1876.00	CSI-AC Main & Undersized Main Re	21,421,932.67
1877.00	Master Plan Asset	98,367.50
1878.00	CSI-DEP SRF Water Stimulus Proje	3,458,342.80
1879.00	CSI-USDA ARRA Wastewater Proje	0.00
1880.00	WWTP UPGRADE-PH-1	997,269.25
1890.00	WWTP UPGRADE-PH-II	325,361.08
1891.00	IWSD Reclaimed	27,026.00
1900.00	RESTRICTED CASH - DEBT SERV	0.00
1910.00	LESS: RESTRICTED CASH	0.00
1920.00	ACCOUNTS RECEIVABLE - INTER	0.00
1930.00	CUSTOMER DEPOSITS	0.00
1940.00	REV BOND RES FUND ACCT	0.00
1960.00	REV BOND FUTURE DEBT SERVI	0.00
1965.00	REV BOND INTEREST FUND	0.00
1970.00	LONG TERM ASSESSMENTS REC	0.00
1980.00	IMPACT FEES	0.00
3250.00	ALLOWANCE FOR DOUBTFUL AC	(57,381.95)

Total Assets

\$76,631,185.16

Liabilities

1950.00	REV BOND CURR DEBT SERVICE	0.00
1951.00	REV BOND CURR DEBT SERV/OF	0.00
2100.00	ACCOUNTS PAYABLE	183,195.08
2101.00	PO Received - AP Pending	0.00
2110.00	Accounts Payable/cc	0.00
2150.00	A/P DISCOUNTS	0.00
2160.00	MDG-Engineering Deposit	0.00
2200.00	WAGES PAYABLE	(0.59)
2201.00	FICA TAXES PAYABLE	(454.60)
2202.00	PENSION PLAN PAYABLE	4,908.01
2203.00	VACATION TIME PAYABLE	127,810.35
2205.00	WITHHOLDING TAXES PAYABLE	0.00
2210.00	ACCOUNTS PAYABLE - PAYROLL	(38,293.34)
2230.00	DEFERRED REVENUE	0.00
2310.00	EMPLOYEE PARTY FUND DEDUC'	0.00
2320.00	RETIREMENT PLAN DEDUCTIONS	0.00
2330.00	DENTAL PLAN DEDUCTIONS	0.00
2340.00	CREDIT UNION DEDUCTIONS	0.00
2350.00	INSURANCE DEDUCTIONS	(837.26)
2360.00	CHILD SUPPORT DEDUCTIONS	0.00
2370.00	OTHER DEDUCTIONS	0.00

Immokalee Water & Sewer Dist. (IWSACT)

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2380.00	ACCRUED INTEREST PAYABLE	0.00
2385.00	RETAINAGE PAYABLE - CONST IN	520,105.61
2390.00	ACCRUED INTEREST - FHA	81,322.08
2400.00	CUSTOMER DEPOSITS	1,353,457.00
2500.00	REFUNDS SURETY DEPOSTS	0.00
2501.00	Refund of Credit	0.00
2510.00	POTENTIAL OUTSTANDING CLAIM	0.00
2560.00	IMPACT FEE REFUND	0.00
2580.00	CURRENT PORTION OF LONG TE	0.00
2600.00	BOND SERIES A	240,000.00
2610.00	BOND ANTICIPATION NOTE-blank	0.00
2650.00	LOAN PAYABLE - BOND SERIES B	78,000.00
2670.00	LOAN PAYABLE-FHA AIRPORT 19€	217,969.00
2680.00	LOAN PAYABLE - SERIES 1996	2,902,000.00
2690.00	LOAN PAYABLE - SERIES 1998	0.00
2700.00	NOTE PAYABLE - MASTER LEASE	0.00
2705.00	NOTE PAYABLE - NEWCOURT FIN	0.00
2708.00	LEASE PAYABLE - CIT GROUP 20€	0.00
2709.00	LEASE PAYABLE - PHONE LEASE	0.00
2710.00	NOTE PAYABLE - Class A Sludge E	0.00
2711.00	NOTES PAYABLE-FCB RANGER 4)	0.00
2712.00	NOTES PAYABLE-FCB RANGER-1€	0.00
2713.00	NOTES PAYABLE FCB-RANGER 4)	0.00
2714.00	NOTES PAYABLE FCB-F250 4X4-5€	0.00
2715.00	INTERIM FINANCING - SUNTRUST	0.00
2716.00	NOTES PAYABLE FCB-VAC TRUCK	0.00
2717.00	NOTE PAYABLE FCB - JOHN DEEF	0.00
2718.00	NOTE PAYABLE FCB - 2008 FORD	0.00
2719.00	NOTE PAYABLE FCB - 2008 FORD	0.00
2720.00	NOTE PAYABLE - COPIER LEASE	0.00
2721.00	NOTE PAYABLE FCB - 2008 FORD	0.00
2722.00	NOTE PAYABLE FCB -BACKHOE &	0.00
2723.00	NOTE PAYABLE FCB - FORD RAN€	0.00
2725.00	LOAN PAYABLE FLORIDA COMMU	0.00
2726.00	LOAN PAYABLE-DEP SRF WATER	499,106.38
2730.00	AIRPORT LEASE	0.00
2740.00	LEASE AGREEMENT FOR TRACK-	0.00
2750.00	BOND SERIES 2000 A - SUNTRUS	0.00
2790.00	Bond Anticipation Note - FCB	0.00
2800.00	BOND SERIES 1989	2,088,000.00
2810.00	BOND SERIES 1990	139,000.00
2820.00	SERIES 1998 BONDS	578,000.00
2830.00	BOND SERIES 2001	1,765,000.00
2835.00	USDA BOND SERIES 2008	2,977,000.00
2840.00	USDA Bond 2013	4,731,000.00
2850.00	Bond Anticipation Note-FFI	(0.19)
2860.00	USDA BOND 2018A	9,000,000.00
2870.00	USDA BOND 2018B	8,134,000.00

Total Liabilities

\$35,580,287.53

Equity

3000.00	CONTRIBUTED CAPITAL - FHA	14,351,217.25
3001.00	CONTRIBUTED CAPITAL-DEP SRF	2,324,845.00

Immokalee Water & Sewer Dist. (IWSACT)

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3002.00	CONTRIBUTED CAPITAL-USDA AF	3,425,300.00
3003.00	Contributed Capital-Arrowhead Asse	1,060,900.00
3005.00	AMORT OF CONTRIBUTED CAPIT.	(833,245.00)
3050.00	MEMBERSHIP CERTIFICATES	1,427,198.79
3060.00	Accumulated Maintenance Reserve	3,069,381.48
3070.00	Accumulated Reserve-Water	412,240.00
3100.00	CONTRIBUTIONS IN AID OF CONC	5,554,687.67
3120.00	CONTRIBUTIONS - IMPACT FEES	19,502.38
3150.00	CONTRIBUTED CAPITAL ASSESSI	444,133.45
3199.00	AMORT OF CUST CAPITAL	(840,000.00)
3200.00	SURPLUS - RETAINED EARNINGS	2,840,445.84
3205.00	INVENTORY	0.00
3210.00	Emergency Reserve	721,000.00
3220.00	Operating Reserve	3,282,417.00
3230.00	Vehicle Replacement Reserve	527,483.00
3240.00	Capital Equipment Reserve	538,483.00
	Net Income / (Loss)	\$2,724,907.77

Net Worth

\$41,050,897.63

Total Liabilities and Net Worth

\$76,631,185.16

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	08/01/19-08/31/19				10/01/18-07/31/19				
	Actual	Budget	Over/ (Under) Budget	PY Actual 08/18	Actual	Budget	Over/ (Under) Budget	PY Actual 10/17-08/18	
Revenue from Operations									
4000.00	SALES - WATER	295,640	312,872	\$ (17,232)	261,317	\$ 3,524,542	\$ 2,981,338	\$ 543,204	\$ 3,049,950
4010.00	SALES - SEWER	418,076	444,693	(26,617)	401,067	4,952,397	4,371,474	580,923	4,668,292
4020.00	METER SERVICE CHARGE	61,850	61,645	205	57,266	685,993	599,481	86,512	632,834
4030.00	LATE FEES	7,840	7,567	273	6,730	67,840	75,674	(7,834)	77,490
4050.00	RECONNECTION & TRANSFER FEES	9,090	9,829	(739)	8,980	100,450	98,286	2,164	115,145
4070.00	INTEREST INCOME	13,574	9,173	4,401	5,604	137,795	52,673	85,122	61,530
4071.00	ARROWHEAD ASSESSMENT INCOME	0	0	0	0	-	-	-	-
4080.00	CAPITAL CREDITS-ELECT COOP.	0	0	0	0	5,543	-	5,543	14,136
4085.00	HURRICANE IRMA	0	0	0	0	174,715	174,715	-	-
4090.00	ASSESSMENT FORECLOSURE FEES	0	0	0	0	-	-	-	-
4095.00	HYDRANT FEES	0	0	0	0	-	-	-	-
4100.00	MISCELLANEOUS INCOME	18,947	6,266	12,681	15,111	101,989	62,658	39,331	80,777
4105.00	GAIN/LOSS	0	(2,083)	2,083	0	39,191	(22,913)	62,104	-
4106.00	CROSS CONNECTION CONTROL FEE	29,242	26,815	2,427	28,504	324,811	268,155	56,656	316,792
4110.00	CELLULAR TOWER LEASE	2,982	2,927	55	1,086	32,607	29,268	3,339	32,323
4120.00	FORFEITED SECURITY DEPOSITS	0	0	0	0	-	-	-	-
4125.00	INSURANCE REIMBURSEMENT	0	0	0	0	-	-	-	-
4130.00	FORFEITED 401A	0	0	0	0	-	-	-	-
4131.00	GRANT INCOME/FEDERAL	0	0	0	0	-	-	-	-
4132.00	MASTER PLAN CONTRIBUTION	0	0	0	0	-	-	-	-
4133.00	TRAINING GRANT INCOME	0	0	0	0	-	-	-	-
	Total Revenue	\$ 857,241	\$ 879,705	\$ (22,464)	\$ 785,665	\$ 10,147,873	\$ 8,690,808	\$ 1,457,065	\$ 9,049,269
OPERATING EXPENSES:									
	Water Department 10 - Expenses	\$ 136,104	\$ 181,250	\$ (45,146)	\$ 95,798	\$ 1,735,290	\$ 1,878,565	\$ (143,275)	\$ 1,638,869
	Wastewater Department 20 - Expenses	102,180	160,104	(57,924)	107,424	1,624,405	1,864,402	(239,997)	1,669,523
	Wastewater Collection - Department 30 Expenses	52,504	-	(22,774)	49,536	656,779	825,460	(168,681)	595,086
	Administration Department 40 Expenses	96,142	137,390	(40,998)	89,690	1,372,261	1,395,224	(22,962)	1,250,116
	Maintenance Department 50 - Expenses	40,790	61,741	(20,951)	20,277	412,163	726,174	(314,011)	395,745
	Miscellaneous Expenses	(\$2,177)	\$255,715	(\$257,892)	\$235,970	1,673,308	2,639,541	(966,233)	2,118,245
	Total Operating Expenses	\$ 425,543	\$ 796,201	\$ (445,686)	\$ 598,695	\$ 7,474,206	\$ 9,329,366	\$ (1,855,159)	\$7,667,583
	Accruals for Principle Payments	\$ 299,250	\$ 299,250	\$ -		\$ 299,250	\$ 299,250	\$ -	
	Net Surplus (Deficit)	\$ 132,448	\$ (215,746)	\$ 423,222	\$ 186,970	\$ 2,374,417	\$ (937,807)	\$ 3,312,224	\$ 1,381,686

08/01/19-08/31/19				10/01/18-07/31/19			
Actual	Budget	Over/ (Under) Budget	PY Actual 08/18	Actual	Budget	Over/ (Under) Budget	PY Actual 10/17-08/18

Operating Expenses

Water Department 10 - Expenses

5000.10	SALARIES & WAGES - WTP	\$ 58,369	59,095	\$ (726)	\$ 46,163	\$ 571,650	\$ 650,048	\$ (78,398)	\$ 579,762
5002.10	OVERTIME WAGES - WTP	2,198	7,111	(4,913)	2,972	29,317	78,222	(48,905)	27,648
5006.10	FICA - WTP	4,596	5,065	(469)	3,936	47,655	55,713	(8,058)	49,210
5060.10	UNEMPLOYMENT TAXES	10	67	(57)	41	809	333	476	299
5090.10	EMPLOYER PENSION CONT.	2,850	3,546	(696)	2,010	31,915	39,003	(7,088)	31,844
5095.10	HEALTH/LIFE INSURANCE	29,868	19,152	10,716	206	219,695	262,640	(42,945)	233,693
5098.10	WORKERS' COMPENSATION	0	3,095	(3,095)	0	36,878	31,916	4,962	39,236
5155.10	TRAVEL & TRAINING	1,310	2,167	(857)	1,658	21,812	23,833	(2,021)	11,554
5180.10	TELEPHONE & FAX	0	664	(664)	654	6,610	7,037	(427)	6,834
5220.10	ELECTRIC	0	13,976	(13,976)	12,508	135,054	158,914	(23,860)	139,965
5250.10	GENERAL LIABILITY INSURANCE	0	1,610	(1,610)	0	19,317	19,034	283	18,668
5255.10	COMP. AUTO INSURANCE	0	794	(794)	0	9,524	8,622	902	8,388
5260.10	OTHER INSURANCE	0	6,284	(6,284)	0	75,410	76,576	(1,166)	75,313
5282.10	REPAIRS & MAINTENANCE	7,519	14,837	(7,318)	10,718	84,202	163,205	(79,003)	127,245
5287.10	OTHER CONTRACT SERVICES	765	2,876	(2,111)	2,669	25,487	33,672	(8,185)	28,808
5300.10	VEHICLE FUEL	0	2,252	(2,252)	4,486	19,936	26,839	(6,903)	32,273
5310.10	VEHICLE MAINTENANCE	610	2,245	(1,635)	3,523	18,822	15,709	3,113	20,583
5330.10	VEHICLE LEASE	523	523	0	0	2,832	523	2,309	-
5520.10	LICENSES AND PERMITS	0	1,258	(1,258)	0	4,100	13,843	(9,743)	288
5580.10	CHEMICALS	3,668	8,541	(4,873)	7,712	88,313	105,474	(17,161)	76,177
5582.10	OTHER MATERIALS	23,008	23,688	(680)	(6,379)	264,535	75,859	188,676	93,913
5585.10	LABORATORY FEES	810	1,739	(929)	2,550	18,164	24,240	(6,076)	32,996
5600.10	UNIFORMS/CLOTHING ALLOWANCE	0	325	(325)	371	1,643	3,575	(1,932)	2,139
5605.10	MEMBERSHIPS/BOOKS	0	340	(340)	0	1,610	3,735	(2,125)	2,032
Total Department 10 Expenses		\$ 136,104	\$ 181,250	\$ (45,146)	\$ 95,798	\$ 1,735,290	\$ 1,878,565	\$ (143,275)	\$ 1,638,869

*Wages expense was reduced to reflect capitalized labor for installation of new meters and replaced meters - \$6,978 for July and \$37,115 for YTD

In this department, other materials is used for purchases of meters, meter boxes, lids, and other parts. At the end of the month, the GL asset account -Inventory is reduced based on work orders, or increased based on purchases. When the meter is installed, it is then moved to Fixed Assets - Meters.

Vehicle maintenance includes expenses for stocking vehicle related inventory at the maintenance department.

	08/01/19-08/31/19				10/01/18-07/31/19				
	Actual	Budget	Over/ (Under) Budget	PY Actual 08/18	Actual	Budget	Over/ (Under) Budget	PY Actual 10/17-08/18	
Wastewater Department 20 - Expenses									
5000.20	\$ 45,072	\$ 48,826	\$ (3,754)	\$ 39,271	\$ 531,380	\$ 515,912	\$ 15,468	\$ 496,932	
5002.20		175	2,153	(1,978)	0	8,634	23,688	(15,054)	11,677
5006.20	3,422	3,900	(478)	2,986	40,707	41,279	(572)	38,564	
5060.20	6	63	(57)	3	636	263	373	254	
5090.20	2,017	2,930	(913)	2,069	25,633	30,955	(5,322)	22,400	
5095.20	19,983	11,707	8,276	319	136,472	172,220	(35,748)	135,809	
5098.20	0	1,670	(1,670)	0	19,675	18,597	1,078	22,281	
5155.20	699	1,500	(801)	314	5,249	16,500	(11,251)	4,609	
5180.20	0	335	(335)	305	3,218	3,681	(463)	3,253	
5220.20	0	18,053	(18,053)	17,766	176,488	229,018	(52,530)	206,585	
5230.20	0	561	(561)	556	4,761	5,983	(1,222)	4,575	
5250.20	0	1,610	(1,610)	0	19,317	19,034	283	18,668	
5255.20	0	340	(340)	0	4,082	4,907	(825)	4,893	
5260.20	0	5,893	(5,893)	0	70,718	72,016	(1,298)	70,846	
5281.20	0	1,448	(1,448)	0	-	15,924	(15,924)	1,475	
5282.20	10,748	18,992	(8,244)	15,515	215,427	195,945	19,482	212,094	
5283.20	0	3,185	(3,185)	0	-	35,035	(35,035)	27,563	
5287.20	1,525	1,065	460	1,215	13,166	14,063	(897)	13,805	
5300.20	848	671	177	1,114	6,699	9,052	(2,353)	8,416	
5310.20	0	645	(645)	78	3,939	13,837	(9,898)	6,330	
5330.20	381	381	0	0	2,079	381	1,698	-	
5520.20	0	1,122	(1,122)	0	11,175	5,484	5,691	225	
5580.20	8,264	9,606	(1,342)	11,137	103,942	101,071	2,871	83,698	
5582.20	1,025	4,488	(3,463)	2,114	26,148	49,369	(23,221)	54,181	
5585.20	260	3,215	(2,955)	4,979	32,281	45,770	(13,489)	45,827	
5590.20	7,648	15,338	(7,690)	7,683	160,781	219,940	(59,159)	172,189	
5600.20	107	200	(93)	0	1,055	2,200	(1,145)	972	
5605.20	0	207	(207)	0	743	2,278	(1,535)	1,401	
Total Department 20 Expenses	\$ 102,180	\$ 160,104	\$ (57,924)	\$ 107,424	\$ 1,624,405	\$ 1,864,402	(239,997)	\$ 1,669,523	

Vehicle maintenance also includes expenses for stocking vehicle related inventory at the maintenance department.

Other materials includes expenses for gloves, paper towels, small tools, parts, etc. It will also include a portion of the costs to set up the storage area at the maintenance department.

	08/01/19-08/31/19				10/01/18-07/31/19			
	Actual	Budget	Over/ (Under) Budget	PY Actual 08/18	Actual	Budget	Over/ (Under) Budget	PY Actual 10/17-08/18
Wastewater Collection - Department 30 Expenses								
5000.30	\$ 29,139	\$ 30,480	\$ (1,341)	\$ 24,800	\$ 305,043	\$ 335,283	\$ (30,240)	\$ 278,308
5002.30	2,368	2,947	(579)	1,039	15,472	32,413	(16,941)	13,140
5006.30	2,396	2,557	(161)	1,960	24,408	28,129	(3,721)	22,263
5060.30	0	27	(27)	2	322	110	212	69
5090.30	1,562	1,829	(267)	1,394	17,501	20,117	(2,616)	15,049
5095.30	14,274	9,939	4,335	243	101,541	105,390	(3,849)	88,049
5098.30	0	1,097	(1,097)	0	12,976	12,677	299	14,947
5155.30	0	1,000	(1,000)	332	11,410	11,000	410	2,801
5180.30	0	161	(161)	144	1,603	1,954	(351)	1,840
5220.30	0	2,602	(2,602)	3,120	28,028	32,166	(4,138)	29,519
5250.30	0	1,610	(1,610)	0	19,316	19,033	283	18,668
5255.30	0	454	(454)	0	5,442	5,020	422	4,893
5260.30	0	240	(240)	0	1,881	2,924	(1,043)	1,876
5282.30	134	11,580	(11,446)	13,401	40,163	127,378	(87,215)	31,346
5287.30	395	840	(445)	226	8,897	8,937	(40)	9,785
5300.30	0	1,184	(1,184)	1,067	7,641	15,669	(8,028)	10,096
5310.30	186	1,185	(999)	0	7,842	11,212	(3,370)	5,059
5330.30	1,285	1,285	0	0	6,985	1,285	5,700	-
5520.30	0	250	(250)	0	-	3,583	(3,583)	-
5580.30	0	385	(385)	0	3,832	385	3,447	-
5582.30	514	3,420	(2,906)	1,623	34,972	48,157	(13,185)	45,676
5600.30	251	150	101	185	891	1,650	(759)	1,103
5605.30	0	58	(58)	0	613	986	(373)	598
Total Department 30 Expenses	\$ 52,504	\$ 22,774	\$ (22,774)	\$ 49,536	\$ 656,779	\$ 825,460	\$ (168,681)	\$ 595,086

Vehicle maintenance also includes expenses for stocking vehicle related inventory at the maintenance department.
Other materials includes expenses for gloves, paper towels, small tools, parts, etc. It will also include a portion of the costs to set up the storage area at the maintenance department.

	08/01/19-08/31/19				10/01/18-07/31/19			
	Actual	Budget	Over/ (Under) Budget	PY Actual 08/18	Actual	Budget	Over/ (Under) Budget	PY Actual 10/17-08/18
Administration Department 40 Expenses								
5000.40	\$ 56,346	\$ 60,781	\$ (4,435)	\$ 47,969	\$ 592,636	\$ 668,586	\$ (75,950)	\$ 551,522
5002.40								
5006.40	0	317	(317)	0	18	3,486	(3,468)	7,293
5060.40	4,250	4,674	(424)	3,578	42,649	51,414	(8,765)	39,617
5090.40	21	77	(56)	18	784	361	423	285
5095.40	2,837	3,647	(810)	2,565	32,692	39,065	(6,373)	28,604
5098.40	22,637	14,188	8,449	438	167,888	162,449	5,439	147,756
5100.40	0	157	(157)	0	1,841	1,699	142	2,109
5102.40	3,000	8,642	(5,642)	3,000	89,074	44,475	44,599	35,500
5110.40	0	0	0	0	-	-	-	44,855
5120.40	68	125	(57)	90	248	1,375	(1,127)	158
5140.40	0	4,834	(4,834)	0	58,005	45,667	12,338	38,000
5145.40	0	11,963	(11,963)	16,470	110,924	131,597	(20,673)	117,036
5155.40	0	0	0	0	-	-	-	-
5180.40	117	2,833	(2,716)	2,332	21,068	31,167	(10,099)	16,605
5200.40	0	371	(371)	380	3,221	4,085	(864)	4,051
5250.40	2,034	3,125	(1,091)	3,377	33,157	33,649	(492)	32,103
5255.40	0	337	(337)	0	4,041	3,961	80	3,883
5260.40	0	57	(57)	0	680	708	(28)	698
5282.40	0	3,396	(3,396)	0	40,751	42,117	(1,366)	36,643
5287.40	282	427	(145)	0	4,535	4,571	(36)	1,336
5300.40	2,788	6,636	(3,848)	3,889	82,753	32,228	50,525	41,717
5310.40	0	23	(23)	0	67	251	(184)	36
5330.40	0	0	0	0	-	173	(173)	-
5360.40	342	342	0	0	1,804	342	1,462	-
5380.40	0	2,571	(2,571)	584	10,491	28,276	(17,785)	15,822
5385.40	1,133	4,794	(3,661)	4,085	50,377	38,242	12,135	56,882
5386.40	92	948	(856)	379	9,534	6,256	3,278	5,420
5387.40	0	427	(427)	311	4,254	1,116	3,138	9,735
5390.40	0	250	0	0	-	2,750	(2,750)	685
5520.40	0	295	(295)	225	3,429	2,443	986	2,083
5605.40	0	137	(137)	0	336	1,504	(1,168)	175
	195	1,019	(824)	0	5,004	11,211	(6,207)	9,506
Total Department 40 Expenses	96,142	137,390	(40,998)	89,690	1,372,261	1,395,224	(22,962)	1,250,116

	08/01/19-08/31/19				10/01/18-07/31/19				
	Actual	Budget	Over/ (Under) Budget	PY Actual 08/18	Actual	Budget	Over/ (Under) Budget	PY Actual 10/17-08/18	
Maintenance - Department 50 Expenses									
5000.50	\$ 17,778	\$ 33,996	\$ (16,218)	\$ 14,602	\$ 173,417	\$ 373,955	\$ (200,538)	\$ 161,144	
5002.50		14	2,265	(2,251)	0	74	24,914	(24,840)	379
5006.50		1,335	2,774	(1,439)	1,091	13,037	30,513	(17,476)	12,240
5060.50		1	24	(23)	5	183	149	34	48
5090.50		1,607	2,040	(433)	1,361	18,125	22,437	(4,312)	15,230
5095.50		17,044	9,358	7,686	200	113,344	131,050	(17,706)	88,259
5098.50		0	1,136	(1,136)	0	13,651	13,698	(47)	16,069
5155.50		0	1,167	(1,167)	209	5,534	12,833	(7,299)	5,168
5180.50		0	154	(154)	116	1,535	1,255	280	1,228
5250.50		0	200	(200)	0	2,397	2,383	14	2,339
5255.50		0	680	(680)	0	8,163	8,509	(346)	8,388
5282.50		32	1,684	(1,652)	232	12,046	18,525	(6,479)	20,201
5287.50		735	398	337	393	4,948	3,978	970	4,512
5300.50		0	1,024	(1,024)	552	6,052	12,383	(6,331)	6,584
5310.50		0	801	(801)	142	7,978	27,755	(19,777)	23,468
5330.50		1,311	1,311	0	0	6,916	1,311	5,605	-
5520.50		0	117	(117)	0	750	11,786	(11,036)	9,723
5582.50		933	2,282	(1,349)	1,374	22,213	25,103	(2,890)	16,918
5600.50		0	175	(175)	0	915	1,925	(1,010)	3,377
5605.50		0	156	(156)	0	885	1,713	(828)	471
Total Department 50 Expenses	\$ 40,790	\$ 61,741	\$ (20,951)	\$ 20,277	\$ 412,163	\$ 726,174	\$ (314,011)	\$ 395,745	

Salary expenses in this department, except for the supervisor, are charged to the appropriate department, depending on the maintenance project they are working on.
Other materials includes materials and supplies to set up the storage area at the maintenance department.
Vehicle maintenance also includes expenses for stocking vehicle related inventory at the maintenance department.

Miscellaneous Expenses								
5121.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5125.00		0	2,917	(2,917)	0	-	32,083	(32,083)
5440.00		(2,177)	166,138	(168,315)	161,000	1,659,203	1,827,518	(168,315)
5480.00		0	85,529	(85,529)	0	-	769,759	(769,759)
5490.00		0	1,131	(1,131)	74,970	14,105	10,181	3,924
5700.00		0	0	0	0	-	-	-
5701.00		0	0	0	0	-	-	702
5702.00		0	0	0	0	-	-	-
Total Miscellaneous Expenses	\$ (2,177)	\$ 255,715	\$ (257,892)	\$ 235,970	\$ 1,673,308	\$ 2,639,541	\$ (966,233)	\$ 2,118,245
Total Operating Expenses	\$ 425,543	\$ 796,201	\$ (445,686)	\$ 598,695	\$ 7,474,206	\$ 9,329,366	\$ (1,855,159)	\$ 7,667,583
Net Surplus (Deficit)	\$ 431,698	\$ 83,504		\$ 186,970	\$ 2,673,667	\$ (638,557)		\$ 1,381,686

MEMORANDUM

TO: IWSD Board
FROM: 
SUBJECT: General Engineering Report

September 18, 2019

IMMOKALEE WATER & SEWER DISTRICT GENERAL ENGINEERING REPORT

1.) FLOW SUMMARY

- **Water treatment plants:** Max day combined water production for the three water plants last month was 2.58 MGD, which occurred on the 26th. This volume is up from the 2.54 MGD reported for the previous month. The combined average daily flow for last month was 2.16 MGD, which was up from the previous month's 2.14 MGD. Shown below is a table of the average and max daily flows for each water treatment plant for last month:

FACILITY	Max DF (MGD)	Max DF (Date)	ADF (MGD)	Permitted Capacity (MGD)	% Capacity for ADF
9 th ST WTP	1.45	26 th	1.12	2.25	49.8%
Carson Rd. WTP	0.80	31 st	0.64	2.00	32.0%
Airport WTP	0.64	28 th	0.40	1.39	28.8%
Total	2.58	26 th	2.16	5.64	38.3%

- **Wastewater treatment plant** max daily flow for last month was 2.09 MGD, which was up from the previous month's 2.06 MGD. The average daily flow for last month was 1.75 MGD, which was slightly up from the previous month's 1.74 MGD. Shown below is a table of the average and max flows for the wastewater treatment plant for last month:

FACILITY	Max DF (MGD)	ADF (MGD)	Permitted Capacity (MGD)	% Capacity for ADF
Wastewater Treatment Plant	2.09	1.75	4.00	43.8%

- The annual ADF was 1.84 MGD. Rainfall recorded at the wastewater treatment plant was 35.8 inches for the month of August compared to 28.2 inches for July.

2.) WATER TREATMENT PLANTS

- The District’s New Water Use Permit was issued on May 23, 2011.
- W&S began the design phase of the Airport WTP Fuel Storage Tank project, but the project has been put on hold until the IWSD resolves property issues with Collier County.

3.) WASTE WATER TREATMENT PLANT & EFFLUENT DISPOSAL

- The current Deep Injection Well (DIW) operating permit was issued on January 14, 2015. *The DIW operating permit renewal application was submitted by David McNabb on July 19, 2019.*
- The WWTP permit renewal was issued by FDEP on June 22, 2016.
- The SFWMD permit for the Reduced Footprint Maintenance Building was issued on May 1, 2019 and the SDPA permit was issued on July 16, 2019.

• *The Reduced Footprint Maintenance Building bid schedule is as follows:*

<i>Advertise for Bids</i>	<i>September 3, 2019</i>
<i>Pre-Bid Meeting</i>	<i>September 10, 2019</i>
<i>Bid Opening</i>	<i>October 4, 2019</i>
<i>Contract Award</i>	<i>October 16, 2019</i>

- *W&S has completed the WWTP Vulnerability Assessment and Emergency Response Plan (VA/ERP) as required by USDA’s letter of conditions for the Clarifier Rehab project.*
- *On September 4th, W&S and IWSD staff performed a cursory structural condition assessment of the oxidation ditch bridges at the WWTP for Oxidation ditches #1 and #2. Based on the extent of corrosion observed, one of the bridges was recommended to be taken out of service immediately and the remaining three bridges are recommended to be replaced as well.*

4.) DISTRIBUTION AND COLLECTION SYSTEMS

- Construction of the AC Water Main and Undersized Water Main Replacement project is ongoing. The key project information is summarized below:

Phase	Contractor	Original Bid Amount	Current Approved Contract Amount	Substantial Completion Date	Final Completion Date
1	PWC Joint Venture	\$5,410,360	\$6,617,073	Complete	7/26/19
2	PWC Joint Venture	\$4,049,330	\$4,981,052	Complete	7/26/19
3	Foster Marine	\$3,072,616	\$3,291,960	Complete	6/27/18
4	Andrew Site Work	\$3,622,160	\$5,345,733	Complete	Complete
TOTAL		\$16,154,466	\$20,235,818		

- *W&S has begun developing the plans for the improvements to Lift Station X8, along with additional force main improvements to provide better sewer service to the area.*

5.) STATUS OF CAPITAL IMPROVEMENT PROJECT FUNDING

- IWSD has updated the 5-year Capital Improvements Plan for FY2016 through FY2021.
- Weston & Sampson has finalized the USDA application and has submitted the Preliminary Engineering Report (PER) for the Clarifier Rehab project.
- USDA has approved the PER for the Clarifier project.
- *The FDEP permit for the Clarifier Rehab project was issued on August 30, 2019.*

6.) DEVELOPER CONSTRUCTION PROJECTS WITHIN THE IWSD SERVICE AREA

- **Kaicasa** – The project was approved on May 13, 2008. The water and sewer lines have been completed. Representatives from the project met with District and Weston and Sampson staff on June 6th to discuss the project.
- **First Stop Grocery** – The project is under construction.
- **Quik Way** – We are waiting for them to schedule a pre-construction meeting.
- **Immokalee Regional Airport Phase 2** – We are waiting for them to schedule a pre-construction meeting.
- **Our Lady of Guadalupe** – The project is under construction.
- **Family Dollar at Arrowhead** – We have reviewed the re-submitted plans from Blair A. Foley, P.E. LLC, and are waiting for them to schedule a pre-construction meeting.
- **507 N15th Street** – We have reviewed the preliminary plans submitted by Spelman Engineering, Inc., and are waiting for them to submit revised plans.
- **Esperanza Place Abused Women’s Shelter** – We have reviewed the re-submitted plans from Q Grady Minor, and the project is under construction.
- **Immokalee Foundation (Career Pathways)** – District and Weston and Sampson staff met on June 6th to discuss the construction of a housing development. *We have reviewed the plans submitted by Agnoli, Barber & Brundage, Inc. and are waiting for them to submit revised plans.*

7.) FDOT & COLLIER COUNTY PROJECTS WITHIN THE IWSD SERVICE AREA

- **SR29 from CR846 to Agriculture Way** – At IWSD’s direction, W&S provided planning level utility information to Omni Communications, Cardno, and Faller-Davis, FDOT’s Consultants.
- **SR29 from New Market Road to CR846** – At IWSD’s direction, W&S provided planning level utility information to Omni Communications, FDOT’s Consultant.
- **SR29 from New Market Road to SR82** – At IWSD’s direction, W&S provided planning level utility information to Omni Communications, FDOT’s Consultant.
- **Eleven Bridge Replacements along CR846 and CR858** – *At IWSD’s direction, W&S provided RGB plan mark-ups to Omni Communications, FDOT’s Consultant. W&S attended the County’s utility meeting on August 1st, and we are currently working on developing the utility relocation plans.*
- **Conservation Collier Potential Property Acquisition** – At IWSD’s direction, W&S provided quarterly lab results from the IWSD’s groundwater monitoring wells for the 4th Quarter of 2016

plus all four quarters of 2017 to Alexandra Sulecki, Collier County's Conservation Collier Coordinator.

- **SR29 from N 1st Street to N 9th Street** – *The FDOT ROW permit has been issued, but the FDOT project construction has been delayed until January 2020. After FDOT's contractor has been selected, IWSD will need to evaluate options for hiring a contractor to perform the utility relocation work.*
- **SR29 south of Agriculture Way** – At IWSD's direction, W&S provided planning level utility information to Omni Communications and Cardno, FDOT's Consultants.
- **SR29 PD&E Study from Oil Well Road to SR82** – At IWSD's direction, W&S provided planning level utility information to Lochner, FDOT's Consultant.
- **TECO Gas - SR29/CR846 from SR82 to Camp Keais Road** – At IWSD's direction, W&S provided planning level utility information to MAI Engineering Services, Inc., TECO's Consultant.

Executive Director's Report

By

September 18, 2019 – Regular Board Meeting

Water Department

During August, James Jean-Louis and the Water Department staff completed the following:

- Productivity: - The Water Department staff installed 2 new meters and 1 backflow preventer. They replaced 34 meter registers, and 19 meter antennas. They repaired 28 backflow preventers. They replaced 1 fire hydrant and 2 meter valves. They worked on 5 line and tubing breaks.
- Meter sizes and registers – We are continuing to verify the EDU's and meter sizes, at the different locations.
- Backflow Testing/Certification Project – They have been steadily working on this program, in order to complete the requirements. We have been handing out letters to the commercial accounts that we did not accept, to let them know that they need to have their backflow preventers inspected. This is the second year that the District had to submit the testing results to FDEP.
- Flushing - They are still working on the flushing project. It has to be done three times per year.
- Phase 1 - 4 Water Replacement Project: Phase 1 has had the walk through. Phase 3 has completed their walk through with FDOT and IWSD. Phase 2 has had their walk through with IWSD and the County. Phase 4 is complete and has been paid their final payment.
- The Water Department is very busy with all of the ongoing projects, trying to maintain staff, and coverage.
- Vacancies – There are no vacancies in this department.

Wastewater Plant

During August:

- Plant Operations & Maintenance – Fernando Ramirez and his staff were working under mostly normal conditions for this time of year.
- FDEP Inspection – We had an inspection at the WWTP and the Sprayfield, on August 21, 2019.
- Schwing Bioset Process – We have begun making our own fertilizer: Organi'Kalee. We are currently using it in our sprayfield. It ran for 18 days in August.
- Vacancies – There are no vacancies in this department.

Wastewater Collection

- Lift Station Maintenance – During August, Hector Ramos and his staff pulled pumps, and mowed at the various lift stations, and around the Wastewater Plant, and the District owned property on SE 11th Street. They set up the Thompson pump at Lift Station C because of all of the flow from the rain. They installed a pressure relief valve to the force main for Lift Station H. They replaced the impeller on Lift Station O. They put a spare pump in Lift Station W. The force main from Lift Station X5 broke again. They cleaned it with the Vac Truck.
- Section D – They walked all around Section D, because there were broken cleanouts letting water into the section.
- Generators – They exercised the portable generators and pumps to make sure they are working properly in preparation for Hurricane Dorian.
- Developers – They had a meeting with Habitat for their next construction at Esperanza Way.
- Vacancies – There are no vacancies in this department.

Administration

During August, Ofelia Gonzalez and her staff were very busy keeping up with their regular duties and keeping the office going.

- 2019 Audit – The auditors came to perform field work on August 23, 2019. They will be back in December for the final field work.
- 2018 Quality on Tap Report - It is on our website for customers to be able to download. The District is not required to mail it anymore. We are putting the notice on the bill that it is available for download.
- PRMG Rate Study- PRMG updated the Rate Study. A presentation was made in April. The Board approved a 3% increase for the next 3 years.
- Vocantas Interactive Voice Response Solution – IWSD implemented this system. It allows customers to automate routine tasks and increase available time for complex requirements. They assigned a toll-free number 866-658-3630 to IWSD. Customers are able to call in to make payments with checks, credit cards, etc. It uses speech recognition and is PCI compliant. It allows for the customers to be called before their water is turned off, and before the late notice goes out. This went live on June 19, 2017.
- Online Bill Pay – The District began accepting online bill payments on January 9, 2015. Customers can sign up to make payments, or to see their water usage history. They also have the option of getting their water bills by email. *We now have over 980 customers who are signed up to access their account electronically.*
- Record Retention - We are continuing to work on scanning orders, and other old records, for electronic record-keeping.
- Vacancies – There are no vacancies in this department.

Maintenance Department

During August, Derys Maldonado and his staff completed the following:

- Wastewater Plant and Sprayfield: – They reset Rotor 1A breaker. They troubleshoot RAS “A” pump #1 not working. They pulled the pump. They pulled out pipes on RAS “A” to installed new check valves and new elbows. They finished repairing conduits at the WW Plant, back filled and compacted dirt. They worked on depts 20, 30 & 50 internet, network, and telephone lines. They replaced a sump pump in the Bleach Contact Chamber. They grinded down the sidewalks at the WW Plant. They worked in dept 20 restrooms, installed mirrors, soap dispensers and paper towels dispensers. Also installed new urinal in dept 20 restroom. They repaired a water leak on DIW lower zone Station. They worked on WW Plant Effluent lift station transducer, installed new one and adjusted it. They installed WW Plant old admin building window blinds. They were called in to the WW Plant, no power, reset main breaker They mowed ponds with side mower..
- Equipment: - They replaced dept 10 pressure washer fittings. They repaired dept 10 mini-excavator trailer tire. They welded new fenders on dept 10 Vacuum trailer. They replaced dept 10 Vacuum hose They worked on dept 50 mini excavator hydraulic leak. They replaced dept 50 mini-excavator’s ignition battery cable, and rubber pedal covers. They worked on dept 50 roller compactor, replaced worn bearings, bushings, put back together.
- Vehicles: - They installed truck 114 new alternator. They installed a new battery, painted bracket and installed water tank pressure pump on truck 114. They replaced truck 118 battery under warranty. They swapped trucks 115 & 110 numbers. They pulled out truck 121, which was stuck at David Laurence Center.
- Water Department: - They aligned pumps at the S 9th and Carson Water plants. They installed a new rubber coupling on Carson Water Plant HSP #3. They installed a new printer on dept 10 office for James. They installed Norma’s old computer on dept 10 Tsheets. They mowed grass around wells 7, 13, 14, 12, 9 & telephone tower

- Miscellaneous – They installed new network cables in main office. They worked on the Board room a/c. They troubleshoot Eva's a/c and made necessary repairs. They worked in Veronica's office, took out a printer, scanner and moved cables around. They installed a new printer in Norma's office They grinded the main office sidewalk. They pulled pumps for various lift stations.
- Vacancies –There are no vacancies in this department.