

IMMOKALEE WATER & SEWER DISTRICT

1020 Sanitation Road, Immokalee, Fl 34142

Telephone: (239) 658-3630

Regular Board of Commissioners Meeting

Wednesday, September 17, 2025

3:30 p.m.

MINUTES

Board Members		
Title	Name	Attendance
Chair	Joseph Brister	Present
Vice-Chair	Patricia Anne Goodnight	Present
Secretary	Bonnie Keen	Present
Treasurer	Robert Halman	Present
Commissioner	Magda Ayala	Present
Commissioner	VACANT	
Commissioner	VACANT	
Staff Present	Professional Staff Present	Guests Present
Louis Brunetti	Gary Ferrante	See sign-in sheet
Jeff Carpenter	Laura Donaldson	
Sarah Catala		
Hector Ramos		
Misty Smith		

I. Call to Order

Mr. Joseph Brister, Chair, called the meeting to order at 3:30 p.m.

II. Preliminaries

- a. Pledge of Allegiance
Mr. Brister led the Pledge of Allegiance.
- b. Roll Call
Ms. Misty Smith, Executive Assistant, conducted roll call. A quorum was reached.
- c. Adoption of Agenda

Motion: Ms. Goodnight moved to adopt the agenda. Mr. Halman seconded the motion. The motion passed unanimously.

- d. Public Concerns
There were no public concerns.
- e. Staff Good Cause Items
 - i. FDOT SR29 Reimbursement
Ms. Sarah Catala, Executive Director, reported that at an earlier meeting a contract was brought forth regarding line relocations on SR29. There will be areas that will be acquired for the capacity improvements. The engineering design work will be in the amount of \$259,900.00, and of that, \$163,100.00 is estimated to be reimbursable to the District. The difference will be non-reimbursable.

Motion: Ms. Goodnight made a motion to approve the Task Work Order. Mr. Halman seconded the motion. The motion passed unanimously.

- f. Board Concerns
There were no Board concerns.
- g. Old Business
 - i. Florida Division of Emergency Management (FDEM) Mitigation Project Updates
 - 1. Well Access Roads
Ms. Louis Brunetti, Project Engineer, reported that paving and sod have been completed and a final walkthrough is pending.
- h. New Business
 - i. Feasibility Studies for New Plants in Northwest Quadrant
Staff from Weston and Sampson were in attendance to share the results of the feasibility studies. The following is a summary of the results:
 - 1. Flow projections estimate demand of .58 MGD by 2031, with a recommended new facility to be designed with initial phase capacity of .62 MGD.
 - 2. Reported basis of design flow for the Wastewater Treatment Plant (WWTP) Phase 1 and expected initial effluent goals.
 - a. Three options were presented with a recommendation of Option 3, construction of membrane bioreactor plant.
 - 3. Water Treatment Plant Alternatives
 - 4. Both sites will be located on greenfield sites.
 - 5. It would take 24 months for design, permitting and construction duration.
 - 6. A site on Alico's property has been identified.
 - 7. Water and sewer services are desired for new homes by end of 2027/start of 2028, however, Ms. Catala believes we do have more time based on the timing for Alico to receive their permits.
 - 8. The method of water treatment still needs to be determined.

Ms. Catala reported that she is preparing the solicitation packet to advertise for a financial consultant and an owner's representative.

Ms. Catala clarified that contracts with landowners and financial methods need to be established prior to any permits or construction. The Board understood and agreed that no construction shall begin until all plans have been worked out, solidified and spelled out.

A discussion ensued.

III. Consent Agenda

- a. Adoption of Previous Meeting Minutes (07/23/25, 08/18/25 rates study workshop, 08/20/25, and 08/20/25 rate study hearing)
- b. Fixed Assets, Acquisitions, Disposals
- c. 2025 Holiday Schedule Revision
- d. 2026 Holiday Schedule

Motion: Ms. Goodnight made a motion to approve the consent agenda as presented. Ms. Keen seconded the motion. The motion passed unanimously.

IV. Action Agenda

- a. Resolution 2025-08 Procurement
Mr. Brister read the resolution aloud.

Motion: Ms. Goodnight made a motion to adopt Resolution 2025-08 Procurement Policy Updates. Ms. Keen seconded the motion. The motion passed unanimously.

- b. Resolution 2025-11 Water & Sewer Rates – Commercial Meter Identification
Mr. Brister read the resolution aloud.

Motion: Ms. Goodnight made a motion to adopt Resolution 2025-11 Water & Sewer Rates – Commercial Meter Identification. Ms. Keen seconded the motion. The motion passed unanimously.

- c. November Board Meeting Date Change
Ms. Catala reported that the 45-day requirement to approve the current year's budget was not factored into the new fiscal year Board meeting schedule. Staff proposed that the November Board meeting be held on November 12, 2025, at 3:30pm.

Motion: Ms. Goodnight made a motion to move the November Board meeting date to November 12, 2025. Mr. Halman seconded the motion. The motion passed unanimously.

V. Discussion Agenda

- a. Executive Director's Report
Ms. Catala reported the following:
 - Reminded the Board about the October 4th annual staff celebration event at Immokalee South Park.
 - Reported that staff are currently tracking a few grant applications and will keep the Board informed.
- b. Finance Director's Report
Mr. Jeff Carpenter, Finance Director, provided a budget summary by department and also reported that bad debt has been written off, however, he will be consulting our auditor to ensure it is processed correctly.
- c. District Engineer's Report – Weston & Sampson
Mr. Gary Ferrante, District Engineer, reported the following: onsite construction meetings have occurred for new developments, Master Lift Station C project is still ongoing (working on the wet well and the control panel will be delivered soon). The project is expected to be completed soon. Bids for the carport concrete slabs have been received, a purchased order was sent to Manual Padilla and staff have been in contact with Carolina Carports, however, permits are needed for the carports to be installed.
- d. Project Engineer's Report
Mr. Brunetti reported the following: regarding the Water Reuse project, design is still underway, the Florida Department of Environmental Protection (FDEP) permit application has been submitted by Kimley-Horn for the project and if it is approved, the bid solicitation can go out. Regarding the Eden Park Sidewalk project, the work has been completed by Dean Higgins, however, there are a few fire hydrant that need to be relocated.
- e. District Attorney's Report
Ms. Laura Donaldson, District Attorney, reported the following: she completed the procurement policy review, which was approved during the board meeting, she is working on the next steps of the relocation of water lines on Boston Avenue, she is working on the Radio Fiesta tower lease, and RCMA has submitted revisions to the cost share agreement and to the easement, she is also working on a Brinks contract and Entech contract, and lastly she will be working with Ms. Catala on our appropriations request.
- f. Executive Assistant's Report

- i. Reminder: Save the Date: Annual Celebration & Staff Awards Ceremony – Saturday, October 4, 2025, 3:00 p.m.
Ms. Smith provided a Save the Date flyer for the event.

Ms. Smith also provided a quick update on the Clay Sewer Pipe Lining project at Farm Worker Village.

VI. Other Public Interests

There were no public interests.

VII. Adjournment

The Board meeting adjourned at 4:33 p.m.