

TOWN OF CINCO BAYOU
FINANCIAL WORKSHOP MEETING MINUTES
28 MARCH 2002

Mayor Pro Tem Sara Carroll called the Financial Workshop Meeting to order at 6:07 P.M. Present at the meeting were: Councilman Dan Farley, Councilman Sara Carroll, Councilman Hugh Bainter, Rod DesGranges, Town Manager/Clerk Nell Webb and Assistant Monika Gillette.

Attendees reviewed the year to date budget revenues and expenses. Discussion involved possible revenue sources such as adding a cell tower and boat launch fees for the Seaway Boat Ramp. Upcoming projected expenses discussed were the Community Officer Program and paving of Hughes Street.

Adjourn – The meeting was adjourned at 7:26 pm.

ATTEST


Nell Webb
Town Manager/Clerk


Mayor Pro Tem Sara Carroll



MANAGERS REPORT – MARCH 14, 2002

1. **STATUS OF CRA:** The consideration of the CRA plan by the Town Council is being postponed to a time to be determined later because the CDBG application and the CRA plan need to be synch. The CDBG application deadline has been extended until May 15th rather than March 15 as was first referenced. Also DCA will release a new application form at a workshop in Tallahassee next week.
2. **STATUS OF HUGHES STREET FUNDING:** The deadline for grant money through DOT was February 1, 2002. There are proposals for your viewing from Vanguard Bank in your packets. One is for residential paving (\$30,000) and the other one is for commercial paving (\$70,000).
3. **STATUS DRAINAGE DITCH:** Ed Stanford, Engineer, Councilman Frucci and I met with Mary Jean Yon, Connie Lasher, Larry O'Donnell and Susan Spillman at DEP in Pensacola of February 25, 2002. Below are the minutes from that meeting provided by Ed Stanford:

**TOWN OF CINCO BAYOU
DRAINAGE DITCH MODIFICATIONS
JEA PROJECT NO. 09605-005-01**

**MEETING MINUTES
FEBRUARY 25, 2002**

LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
160 GOVERNMENTAL CENTER
PENSACOLA, FL 32501

ATTENDEES:

FDEP

MARY JEAN YON
CONNIE LASHER
LARRY O'DONNELL
SUSAN SPILLMAN

CINCO BAYOU

NELL WEBB, TOWN MANAGER
NORM FRUCCI, COUNCILMAN

JEA, INC.

ED STANFORD

MEETING MINUTES:

This meeting was held to clarify a recent ruling on Mr. Kirsch's property that lies adjacent to the ditch to the east. In recent communication from FDEP, Mr. Kirsch's property, previously under a Notice of Violation for wetland filling, was released from being jurisdictional wetlands. The delineation of jurisdictional and non-jurisdictional wetlands impacts the drainage ditch design. The following meeting minutes were taken:

1. Mary Jean Yon began the meeting by requesting a description of the project.
2. Ed Stanford proceeded to explain the history of the project and proposed design and how it is tied, indirectly, to the adjacent property.
3. Mr. Kirsch added comments on the jurisdiction of the adjacent property and the ditch. Ms. Lasher stated that any area below the high water line is jurisdictional.
4. Larry O'Donnell asked if the geoweb system that is proposed is suitable for planting native grasses and vegetation. Ed Stanford stated that planting is shown in the geoweb system at the top of the berm.

5. Ed Stanford asked what the FDEP would like to see in the construction of this project. Larry O'Donnell stated that maintaining the "green" aspect of the ditch would be requested.
6. Connie Lasher requested that the staging area for the spoil be indicated on the drawings and that visqueen or other impermeable material be used to separate the uplands from the draining spoil material. Susan Spillman is to review requirements for dewatering spoil on uplands.
7. Ed Stanford stated that he would add this information to the drawings. Additionally, Ed Stanford stated that most of the spoil material is organic and unusable and will be disposed of at a landfill instead of a spoil site. Connie Lasher stated that disposal at a landfill is appropriate due to the soil characteristics and additional testing that would be required at the spoil site.
8. Connie Lasher also stated that there may be a severance fee associated with removal of material from Sovereign Lands. This fee is \$1.25/CY.
9. Ed Stanford asked about question #14 from the FDEP RAI regarding the amount of stormwater treatment currently provided along the ditch. Connie Lasher and Susan Spillman suggested that this question be disregarded.
10. Ms. Webb asked whether the Town must own the drainage easement in order to construct the ditch modifications. Connie Lasher stated that the Town does not need to own the drainage easement in order to construct the modifications. However, the town must obtain, in writing, permission from the deceded land owner (Okaloosa County or the City of Fort Walton Beach) in order to construct the ditch modifications. The landowner may be identified as a co-applicant as well. Title information should be sent with next submittal.
11. Ed Stanford requested that the FDEP assist in defining Sovereign Lands and FDEP wetlands. Connie Lasher stated that the boundary for FDEP jurisdictional wetlands is at the top of the berm. Sovereign Lands will be determined by FDEP. Susan Spillman stated that information has been sent to Tallahassee for further determination. This process may take 15 to 60 days. Consent of use permit or public easement may be required for excavation in Sovereign Lands.
12. Ed Stanford asked if installing a seawall along the ditch by Mr. Kirsch would be permitted. Ms. Lasher stated that as long as the seawall is installed outside of the wetlands, it would be permitted.
13. Larry O'Donnell and Connie Lasher requested that project locations utilizing the geoweb system be identified and sent to Susan Spillman. FDEP will review the these projects to determine whether or not this system can be used in the drainage ditch.
14. Ed Stanford stated that he would contact the area sales representative to collect the project information and forward it to Ms. Spillman. Ms Yon requested that Ms. Spillman expedite the process of determining Sovereign Lands.

Meeting adjourned.

Since this meeting, Ms Spillman has confirmed that per the State's determination, the waters of the ditch are not sovereign waters and all additional documents requested by her office have been sent.

8:43 AM

03/20/03

Accrual Basis

**Town of Cinco Bayou
General Ledger
As of March 31, 2002**

| Type | Date | Num | Name | Memo | Split | Amount |
|---------------------------------------------------|-----------|-------|--------------------|----------------|------------------|------------------|
| 001- CASH ACCOUNTS | | | | | | |
| 101.220 · VANGUARD BANK CHECKING | | | | | | |
| General Journal | 3/1/2002 | | | JAN 02 | 335.180 · LOC... | 2,168.88 |
| Paycheck | 3/7/2002 | 14524 | AGNES J WEBB | | -SPLIT- | -1,025.42 |
| Paycheck | 3/7/2002 | 14525 | KEITH D WILLIAMS | | -SPLIT- | -645.80 |
| Paycheck | 3/7/2002 | 14526 | MONIKA GILLETTE | | -SPLIT- | -535.11 |
| Liability Check | 3/7/2002 | 14527 | VANGUARD BANK | 59-1569110 | -SPLIT- | -1,365.80 |
| Check | 3/7/2002 | 14528 | OKALOOSA COUN... | JANUARY 02 | 521.340 · LA... | -2,270.50 |
| Check | 3/7/2002 | 14529 | COASTAL OUTDO... | 33356 | 519.490 · OTH... | -249.99 |
| Check | 3/7/2002 | 14530 | NORTHWEST FLO... | 2632 | -SPLIT- | -387.98 |
| Check | 3/7/2002 | 14531 | JONES EDMUNDS ... | | 519.316 · PR... | -2,676.00 |
| Check | 3/7/2002 | 14532 | JONES EDMUNDS ... | | 519.312 · PR... | -1,232.59 |
| Check | 3/7/2002 | 14533 | ADVANCED LAW... | 2097 | 572.340 · OTH... | -85.00 |
| Check | 3/7/2002 | 14534 | O'SULLIVAN CREEL | 2155145.0 | 519.490 · OTH... | -110.00 |
| Check | 3/7/2002 | 14535 | FIRST AMENDME... | | 519.540 · BO... | -83.70 |
| Check | 3/7/2002 | 14536 | PANHANDLE ANIM... | 3RD QTR | 562.340 · HU... | -311.54 |
| Check | 3/7/2002 | 14537 | GATLINE LUMBER... | | 519.460 · REP... | -4.97 |
| Check | 3/7/2002 | 14538 | UNITED LIGHTING | | 519.460 · REP... | -51.70 |
| Deposit | 3/7/2002 | | | Deposit | -SPLIT- | 2,198.94 |
| Check | 3/7/2002 | 14539 | FRANK HAWLEY | | 519.490 · OTH... | -10.00 |
| Check | 3/14/2002 | 14541 | RANDALL DRABC... | | 519.400 · TRA... | -100.00 |
| Check | 3/14/2002 | 14542 | HUGH BAINTER | | 519.400 · TRA... | -50.00 |
| Check | 3/14/2002 | 14543 | SARA CARROLL | | 519.400 · TRA... | -50.00 |
| Check | 3/14/2002 | 14544 | DAN FARLEY | | 519.400 · TRA... | -50.00 |
| Check | 3/14/2002 | 14545 | NORM FRUCCI | | 519.400 · TRA... | -50.00 |
| Check | 3/14/2002 | 14546 | CAROL KOCH | | 519.400 · TRA... | -50.00 |
| Check | 3/14/2002 | 14547 | IIMC | | 519.540 · BO... | -125.00 |
| Check | 3/14/2002 | 14548 | CHEVRON PRODU... | 789-820-060-0 | 519.520 · OP... | -17.63 |
| Check | 3/14/2002 | 14549 | KELLY TEMPORA... | | 513.130 · TEM... | -77.60 |
| Check | 3/14/2002 | 14550 | CITY OF FORT WA... | | -SPLIT- | -63.43 |
| Check | 3/14/2002 | 14551 | LOWE'S | 821 3010 10... | 574.490 · SPE... | -424.80 |
| Check | 3/14/2002 | 14552 | SAM'S CLUB | 49 0937 146... | -SPLIT- | -71.69 |
| Check | 3/14/2002 | 14553 | ANCHORS, FOSTE... | | -SPLIT- | -547.00 |
| Check | 3/14/2002 | 14554 | BANKCARD CENT... | 4862 3126 1... | -SPLIT- | -153.15 |
| Check | 3/14/2002 | 14555 | BANKCARD CENT... | 4862 3126 1... | 574.490 · SPE... | -25.95 |
| Check | 3/14/2002 | 14557 | TOWN OF CINCO ... | | -SPLIT- | -48.00 |
| Check | 3/14/2002 | 14558 | BANKCARD CENT... | 4862 3126 1... | -SPLIT- | -243.25 |
| Deposit | 3/19/2002 | | | Deposit | -SPLIT- | 2,443.33 |
| General Journal | 3/19/2002 | | | JAN 02 | 312.410 · FIR... | 610.14 |
| Paycheck | 3/21/2002 | 14560 | AGNES J WEBB | | -SPLIT- | -1,025.41 |
| Paycheck | 3/21/2002 | 14561 | KEITH D WILLIAMS | | -SPLIT- | -645.80 |
| Paycheck | 3/21/2002 | 14562 | MONIKA GILLETTE | | -SPLIT- | -562.63 |
| Check | 3/21/2002 | 14563 | DEPARTMENT OF ... | | 519.410 · CO... | -311.60 |
| Check | 3/21/2002 | 14564 | KELLY TEMPORA... | | 513.130 · TEM... | -116.40 |
| Check | 3/21/2002 | 14565 | AT&T WIRELESS | 8017287 | 519.410 · CO... | -92.40 |
| Check | 3/21/2002 | 14566 | J&R LAWN CARE ... | February 2002 | 572.340 · OTH... | -1,125.00 |
| Deposit | 3/26/2002 | | | Deposit | -SPLIT- | 3,030.17 |
| General Journal | 3/26/2002 | | | FEB 02 | 315.000 · UTI... | 1,947.08 |
| Check | 3/28/2002 | 14567 | BLUE CROSS/BLU... | 42137001 | 513.230 · EM... | -940.20 |
| Check | 3/28/2002 | 14568 | GULF POWER CO... | | -SPLIT- | -855.00 |
| Check | 3/28/2002 | 14569 | METROPOLITAN L... | 5063635 | 513.230 · EM... | -99.30 |
| Check | 3/28/2002 | 14570 | TROPHY CENTER | | 519.490 · OTH... | -43.30 |
| General Journal | 3/29/2002 | | | FEB 02 | 335.180 · LOC... | 1,772.40 |
| Deposit | 3/31/2002 | | | Interest | 361.140 · VAN... | 3.26 |
| Total 101.220 · VANGUARD BANK CHECKING | | | | | | -4,836.44 |
| 101.221 · VANGUARD BANK MONEY MARKET | | | | | | |
| Deposit | 3/31/2002 | | | Interest | 361.181 · VAN... | 55.54 |
| Total 101.221 · VANGUARD BANK MONEY MARKET | | | | | | 55.54 |
| 101.222 · VANGUARD BANK CD | | | | | | |
| Total 101.222 · VANGUARD BANK CD | | | | | | |
| 102.000 · PETTY CASH | | | | | | |
| Total 102.000 · PETTY CASH | | | | | | |