SOUTH BROWARD DRAINAGE DISTRICT
BOARD OF COMMISSIONERS MEETING

AGENDA

MONDAY, SEPTEMBER 15, 2014 AT 8:00 A.M.

NOTE: BOARD MEMBERS, PLEASE TURN YOUR MICROPHONES ON

01. CALL TO ORDER/PLEDGE OF ALLEGIANCE

02. PUBLIC COMMENT

03. APPROVAL OF AUGUST 28, 2014 SOUTH BROWARD DRAINAGE DISTRICT (SBDD) BOARD OF COMMISSIONERS MEETING MINUTES

04. DIRECTOR'S REPORT
    - A. ESTABLISH MEETING DATES FOR FISCAL YEAR 2014/2015
    - B. CONTRACT AWARDS:
        1. SBDD CULVERT CLEANING PROJECT
        2. SBDD CULVERT SLIP-LINING PROJECT
    - C. UPDATE TO 5-YEAR CAPITAL IMPROVEMENT PLAN (CIP)
    - D. OTHER

05. 8:30 A.M. – PUBLIC HEARING REGARDING THE FINAL BUDGET AND ASSESSMENTS OF SOUTH BROWARD DRAINAGE DISTRICT FOR FISCAL YEAR 2014/2015 **(SEE SEPARATE AGENDA)**

06. ATTORNEY'S REPORT:

07. APPROVAL OF LEGAL BILLS

08. BOARD MEMBERS QUESTIONS/COMMENTS

09. OTHER

10. MEETINGS:

    A. NEXT REGULAR BOARD MEETING WILL BE HELD ON **THURSDAY, OCTOBER 30TH AT 8:00 A.M.**

11. ADJOURNMENT

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ANYONE WISHING TO APPEAL ANY DECISION MADE BY THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING/MEETING MAY NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE MAY WISH TO INSURE THAT A VERBATIM RECORD IS MADE, WHICH RECORD IS TO BE USED FOR TESTIMONY AND EVIDENCE UPON WHICH AN APPEAL WOULD BE BASED.

IN ACCORDANCE W/THE AMERICANS W/DISABILITIES ACT AND FLORIDA STATUTE 286.26, PERSONS W/DISABILITIES NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE DISTRICT AT (954) 680-3337 AT LEAST 48 HOURS PRIOR TO THE PROCEEDINGS FOR ASSISTANCE.

SEPARATE AGENDA

SOUTH BROWARD DRAINAGE DISTRICT
PUBLIC HEARING ON TAXES, ASSESSMENT RATES AND BUDGET FOR 2014/2015
MONDAY, SEPTEMBER 15, 2014 AT 8:30 A.M.

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01. CONVENE PUBLIC HEARING AT 8:30 A.M.

02. DISTRICT CHAIRPERSON PRESENTS:

    A. THE NAME OF THE TAXING DISTRICT IS THE SOUTH BROWARD DRAINAGE DISTRICT.

    B. THE PROPOSED TAXES AND ASSESSMENT RATES FOR FISCAL YEAR 2014/2015 ARE ATTACHED AS EXHIBIT "B" TO DISTRICT RESOLUTION NO. 2014-08.

    C. THE PROPOSED BUDGET FOR FISCAL YEAR 2014/2015 IS ATTACHED AS EXHBIT "A" TO DISTRICT RESOLUTION NO. 2014-09.

03. QUESTIONS AND COMMENTS FROM COMMISSIONERS REGARDING THE PROPOSED TAXES AND ASSESSMENT RATES FOR FISCAL YEAR 2014/2015

04. DISTRICT DIRECTOR PRESENTS THE PROPOSED 2014/2015 FISCAL YEAR BUDGET.

05. QUESTIONS AND COMMENTS FROM COMMISSIONERS REGARDING THE PROPOSED BUDGET FOR FISCAL YEAR 2014/2015.

06. PUBLIC DISCUSSION AND QUESTIONS ON PROPOSED TAXES, ASSESSMENT RATES AND BUDGET FOR FISCAL YEAR 2014/2015.

07. DISTRICT CHAIRPERSON CLOSES PUBLIC DISCUSSION.

08. ADDITIONAL QUESTIONS AND COMMENTS FROM COMMISSIONERS REGARDING PROPOSED TAXES, ASSESSMENT RATES AND BUDGET FOR FISCAL YEAR 2014/2015.

09. DISTRICT CHAIRPERSON PRESENTS RESOLUTION NO. 2014-08 WHICH APPROVES AND ADOPTS THE PROPOSED TAXES, AND ASSESSMENT RATES FOR FISCAL YEAR 2014/2015.

10. DISTRICT CHAIRPERSON ENTERTAINS A MOTION TO APPROVE AND ADOPT RESOLUTION NO. 2014-08 WHICH ADOPTS PROPOSED FINAL TAXES AND ASSESSMENT RATES FOR FISCAL YEAR 2014/2015.

11. DISTRICT CHAIRPERSON PRESENTS RESOLUTION NO. 2014-09 WHICH APPROVES AND ADOPTS FINAL BUDGET FOR FISCAL YEAR 2014/2015.

12. DISTRICT CHAIRPERSON ENTERTAINS A MOTION TO APPROVE AND ADOPT RESOLUTION NO. 2014-09 WHICH ADOPTS FINAL BUDGET FOR FISCAL YEAR 2014/2015.

13. ADJOURN PUBLIC HEARING.

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IN ACCORDANCE W/THE AMERICANS W/DISABILITIES ACT AND FLORIDA STATUTE 286.26, PERSONS W/DISABILITIES NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE DISTRICT AT (954) 680-3337 AT LEAST 48 HOURS PRIOR TO THE PROCEEDINGS FOR ASSISTANCE.

SOUTH BROWARD DRAINAGE DISTRICT
GOVERNING BOARD MEETING MINUTES

SEPTEMBER 15, 2014

Present:
Scott Hodges, Chairperson
James Ryan, Vice Chairperson
Vicki Minnaugh, Treasurer
Robert E. Goggin, IV, Secretary
Alanna Mersinger, Commissioner
Thomas Good, Commissioner
Mercedes Santana-Woodall, Commissioner

Kevin M. Hart, District Director
Douglas R. Bell, Legal Counsel
Reina Muniz, Recording Secretary
General Public: See Attached List

Absent:

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01. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Chair Hodges called the SBDD Board Meeting to order at 8:04 A.M., with Vice Chair Ryan, Commissioner Minnaugh, Commissioner Good, Commissioner Goggin and Commissioner Santana-Woodall present; followed by the Pledge of Allegiance.

02. PUBLIC COMMENT

None.

03. APPROVAL OF MINUTES

Commissioner Minnaugh moved for approval of the minutes of the August 28th, 2014, South Broward Drainage District Board meeting. Motion was seconded by Commissioner Goggin and was carried unanimously.

04. DIRECTOR'S REPORT

A. ESTABLISH MEETING DATES FOR FISCAL YEAR 2014/2015

The following Board Meetings dates were established for the fiscal year 2014/2015:

OCTOBER 30, 2014
NOVEMBER 20, 2014
DECEMBER 18, 2014
JANUARY 29, 2015
FEBRUARY 26, 2015
MARCH 26, 2015
APRIL 30, 2015
MAY 28, 2015
JUNE 25, 2015

JULY 30, 2015
AUGUST 27, 2015
SEPTEMBER 17, 2015

Dates are subject to change.
All meetings will start at 8:00 a.m.

Commissioner Minnaugh moved for approval of the South Broward Drainage District Board meeting dates for fiscal year 2014/2015. Motion was seconded by Commissioner Goggin and was carried unanimously.

B. CONTRACT AWARD:

1. **SBDD CULVERT CLEANING PROJECT** - District Director Hart stated that SBDD advertised for bids for Culvert Cleaning at seven (7) locations in the City of Pembroke Pines and Town of Southwest Ranches. The District received a total of ten (10) bids. The bid amounts ranged in price from $12,450.00 to $54,568.00. Each bidder was required to visit each job site location with a SBDD representative as a prerequisite to submitting a bid. The bid documents allow the District the option of awarding the contract on a split basis.

   The lowest bid for all 7 sites combined was submitted by B&D Environmental Group, LLC in the amount of $12,450.00. SBDD has reviewed the bids submitted by B&D Environmental Group, LLC and has determined that the bid is complete and meets all requirements, and that the Contractor is qualified to perform the work. SBDD also checked references for B&D Environmental Group, LLC and received positive responses.

   District Director Hart recommended award of the contract for the SBDD Culvert Cleaning project in Pembroke Pines and SW Ranches to B&D Environmental Group, LLC in the amount of $12,450.00, for all seven (7) sites, as the lowest responsive, responsible bidder.

   The work covered under this project is included as part of the District's 2013-2014 budget; and funding for the project will come from the SBDD General Operating account.

   Commissioner Minnaugh moved for approval to award the SBDD Culvert Cleaning project in Pembroke Pines and SW Ranches to B&D Environmental Group, LLC in the amount of $12,450.00 as recommended. Motion was seconded by Commissioner Santana-Woodall and it was carried unanimously.

   Commissioner Mersinger joined the meeting at approximately 8:13 a.m.

2. **SBDD CULVERT SLIP-LINING PROJECT** - SBDD advertised for bids for the SBDD Culvert Slip-Lining project at two (2) locations in SW Ranches. SBDD received five (5) bids ranging in price from $38,250.00 to $51,275.00. Each bidder was required to visit each site location with a SBDD representative as a prerequisite to submitting a bid.

The bid included a base bid for one location and an alternate bid for a second location; and the bid documents allow the District the option of awarding the contract on a split basis.

The lowest bid for both locations was submitted by Proline Vactor Services, Inc. in the total amount of $38,250.00. SBDD has reviewed the bid submitted by Proline Vactor Services, Inc. and has determined that the bid is non-responsive as several required forms were not included in the bid submittal. Therefore, it is recommended that the District reject the bid submitted by Proline Vactor Services, Inc. as non-responsive.

The second lowest bid for both locations was submitted by Straight Ahead Construction, Inc. in the total amount of $41,708.00. SBDD has reviewed the bid submitted by Straight Ahead Construction, Inc. and has determined that the bid is complete and meets all requirements, and that the Contractor is qualified to perform the work. In addition, SBDD has been satisfied with previous work performed by Straight Ahead Construction, Inc.

District Director Hart recommended award of the contract for the base bid and the alternate bid for the SBDD Culvert Slip-Lining project in SW Ranches to Straight Ahead Construction, Inc. in the total amount of $41,708.00 as the lowest responsive, responsible bidder.

The work covered under this project is included as part of the District's 2013-2014 budget; and funding for the project will come from the SBDD General Operating account.

Commissioner Minnaugh moved to reject the bid submitted by Proline Vactor as non-responsive. Motion was seconded by Commissioner Goggin and it was carried unanimously.

Commissioner Minnaugh moved for approval to award the contract for the base bid and the alternate bid for the SBDD Culvert Slip-Lining project in SW Ranches to Straight Ahead Construction, Inc. in the total amount of $41,708.00 as recommended. Motion was seconded by Commissioner Goggin and it was carried unanimously.

C. UPDATE TO 5-YEAR CAPITAL IMPROVEMENT PLAN (CIP) – District Director Hart presented an updated SBDD Capital Improvement Plan (CIP) to the Board of Commissioners that includes priorities for capital expenditures for fiscal year 2014/2015 and each subsequent year through 2018/2019.

District Director Hart reviewed the District's CIP projects for the past year. He said that SBDD completed five CIP projects in 2013/2014, and has three CIP projects currently in progress. The total cost to date for the District's 2013/2014 CIP projects is $169,830, with $81,427 in future expenses (Total Costs = $251,257). District Director Hart recommended three other projects from 2013/2014 to be carried forward to 2014/2015.

The total budget for the proposed 5-year CIP is $2,735,000 and includes a variety of important and necessary capital improvements, including continued upgrades to the District's pump stations, culvert repairs/replacements, telemetry upgrades, canal improvements/dredging, miscellaneous drainage improvements, equipment upgrades, and

building upgrades. The current balance in the CIP reserve account is $1,661,056, which is sufficient to fund the proposed CIP through fiscal year 2017/2018. Additional funding will be required beyond fiscal year 2017/2018.

The proposed CIP does not account for any outside funding from grants or other revenue sources. The District will continue to pursue available grants and outside funding opportunities for the CIP.

Approval of this agenda item will establish the 5-year budget for capital improvement projects for the District, and will establish priorities for CIP projects for the current fiscal year. Any individual CIP contract will require separate approval by the Board of Commissioners.

Commissioner Minnaugh moved for approval of the update to the 5-year CIP. Motion was seconded by Commissioner Goggin and it was carried unanimously.

D. OTHER

District Director Hart mentioned the following items:

- ***Hotwire Agreement*** – Last week Attorney Bell received a fedex package from Hotwire. It included the executed Agreement from Hotwire and there were no comments or changes. He said that the next step will be to prepare the Exhibits for the Agreement and receive the fees that are associated with the Agreement. Once the District receives the rest of the documents, they will withdraw the Notice of Violation issued to both Hotwire and Pembroke Falls.

- ***Town of SWR Committee Meeting*** – District Director Hart attended the most recent SWR Drainage Committee Meeting to coordinate with the Town on a drainage project for Dykes Road. He said that the District will work in collaboration with the Town of SWR on that project.

- ***SBDD Criteria Manual*** – District Director Hart commented that he is working on a rewrite of the Criteria Manual and hopes to have the update completed by January of next year. He hopes to present the Board with a draft copy either at the November or December Board meeting.

Commissioner Mersinger noted one change to the meeting minutes regarding her reference to the current mayor of Miramar. Chair Hodges then recessed the regular meeting.

05. CONVENED PUBLIC HEARING AT 8:30 A.M. REGARDING THE FINAL BUDGET AND ASSESSMENTS OF SOUTH BROWARD DRAINAGE DISTRICT FOR FISCAL YEAR 2014/2015

Chair Hodges presented the following:

The name of the taxing District is South Broward Drainage District.

The Proposed Taxes and Assessment Rates for fiscal year 2014-2015 are attached as Exhibit "A" to District Resolution No. 2014-08.

The Proposed Budget for fiscal year 2014/2015 is attached as Exhibit "A" to the District Resolution No. 2014-09.

Commissioner Mersinger asked District Director Hart if the exemption for totally disabled veterans is accounted for in tax assessment rates? District Director Hart answered yes.

Vice Chair Ryan had concerns regarding the use of taxpayer's monies for paying dues and membership to the Chamber of Commerce. He opined that the District should not be using taxpayer's monies to fund a for-profit organization. He asked Attorney Bell to research this further. Commissioner Minnaugh and Commissioner Mersinger clarified that the Chamber is not a profit-making organization; and that there are other non-profit organizations involved with the Chamber of Commerce. They explained that this is an opportunity to deal with local business entities and educate the public that SBDD does exist and has an important function in the community.

After further discussion, Chair Hodges asked Attorney Bell to research and determine if there are any issues with SBDD being a member of the Chamber. Chair Hodges then asked District Director Hart to present the 2014-2015 Budget.

District Director Hart stated that the total proposed budget for fiscal year 2014-2015 is $3,502,073.00 with a recommendation to maintain the current assessment rates with no increases. He stated that the final draft budget is consistent with the budget discussed at the Board's first Budget Hearing on July 31, 2014, with the following minor adjustments:

- Tax Revenues increased slightly to $3,088,178.50 based on the latest update from the Broward County Property Appraiser's Office (BCPA).
- BCPA Collection Fees and Discount Rates were adjusted accordingly.
- Projected expenses for Water Testing were increased by $2,000.

Chair Hodges asked if there were any questions or comments from the Board members.

Commissioner Good had a question regarding the Appropriation of Fund Balance. District Director Hart explained that the majority of the revenues for that line item are related to the Basin 3 Drainage Improvements; and that there is a balance in the current budget of $240,000 that is rolling forward under that same line item of "Appropriation of Fund Balance". He said that those funds are committed to the Basin 3 Improvements, and he does expect the majority of those funds to be expended next year.

Commissioner Good was more interested in the current balance of the District's unassigned funds since those are the funds that are allocated to the Appropriation of Fund Balance. District Director Hart stated that the current balance in the General Operating Account is $1,149,457 and there is one month of expenses remaining in the current fiscal year; and that will result in a balance of a little under $1 million (approximate) in unassigned funds. Commissioner Good clarified that the $1,149,457 balance is cash on hand and that the total balance in the General Operating Account is $1,263,628 (including investments). Commissioner Good was satisfied with the fund balances as discussed.

Chair Hodges then opened the public hearing. There were no comments from the public.

Chair Hodges closed public discussion.

Commissioner Minnaugh moved for approval of Resolution 2014-08 as presented; which approves and adopts the proposed assessment rates for fiscal year 2014/15. Motion was seconded by Commissioner Mersinger and was carried unanimously.

Commissioner Minnaugh moved for approval of Resolution 2014-09, which approves and adopts the proposed final budget for fiscal year 2014/15. Motion was seconded by Commissioner Goggin and was carried unanimously.

The Public Hearing was adjourned at 8:50 a.m. and the Regular SBDD Board Meeting was reconvened.

06. ATTORNEY'S REPORT:

None.

07. APPROVAL OF LEGAL FEES

Commissioner Minnaugh moved for approval of the legal bills. Motion was seconded by Commissioner Goggin and it was carried unanimously.

08. BOARD MEMBER'S QUESTIONS/COMMENTS

Commissioner Minnaugh thanked District Director Hart and the staff for a job well done on the budget.

Chair Hodges commended District Director Hart on the Hotwire Agreement and recognized the efforts of everyone involved, including the Commissioners.

09. MEETING DATE(S)

A. The Next **Regular Board Meeting** will be held on **Thursday, October 30th at 8:00 a.m.**

Adjournment at 8:55 A.M.

Respectfully submitted,

Robert E. Goggin IV, Secretary
South Broward Drainage District

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