

**SOUTH BROWARD DRAINAGE DISTRICT
GOVERNING BOARD MEETING MINUTES**

JULY 24, 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:

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 Mersinger, 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 June 26th, 2014, South Broward Drainage District Board meeting. Motion was seconded by Commissioner Mersinger and was carried unanimously.

04. DIRECTOR'S REPORT

A. CONTRACT AWARD:

1. **70 HR POST STORM DEBRIS/TREE REMOVAL SERVICES** - District Director Hart stated that SBDD advertised for bids for 70 HR Post Storm Debris/Tree Removal Services. The District received a total of three (3) bids. The bid is for work to be performed during a 70 hour period following a declared Disaster/State of Emergency and includes a series of hourly rates for equipment and personnel. The bid documents allow the District to award multiple contracts.

In order to provide SBDD with the highest level of flexibility, and to serve the best interests of the District, District Director Hart recommended that the District award a contract to all three (3) bidders. The Contractors are as follows:

- TFR Enterprises, Inc.
- Arbor Tree & Land, Inc.
- Weekley Asphalt Paving, Inc.

Individual Work Orders would be issued under the contract documents, following a state declared disaster, to any of the three bidders based on factors including, but not limited to, hourly rates, availability, responsiveness, the specific needs of the District, type of equipment needed, location, and/or the severity of the storm, and/or the extent of damages.

SBDD has reviewed all of the bids submitted and checked their references. SBDD has determined that all of the Contractors meet the requirements and are qualified to perform the work. District Director Hart recommended award of the contract to all three (3) bidders listed.

Commissioner Minnaugh moved for approval to award the contract to all three (3) Contractors as recommended. Motion was seconded by Commissioner Santana-Woodall.

Commissioner Mersinger asked District Director Hart when overtime would commence? District Director Hart replied that it would depend on the nature on the work/event. She asked if overtime starts after the 70 hours, or is it internal within the companies? District Director Hart said that it would be internal within the companies; that the contracts will only apply to 70 hours and after that the District would need to contract separately for any additional work beyond that. He said that the 70-hour contracts are structured for FEMA reimbursement; there are certain guidelines that the District must follow which is all part of the contract. Commissioner Mersinger then commented that overtime work would be applied internally by each company after 40 hours on their employee's part. District Director Hart replied yes.

Vice Chair Ryan commented that TFR Enterprises, Inc. and Arbor Tree & Land, Inc., both have grapple trucks. He asked if the District can use its own grapple truck? District Director Hart replied yes; and that these additional contracts would be on an as-needed basis. The District will determine what services are needed under this contract, and any work will be reviewed and authorized at that time. The issue will most likely be availability.

Commissioner Goggin asked District Director Hart what if the contractor's facility gets destroyed, and they may be in their own catastrophic situation, will that be a problem? District Director said that it is hard to project, but the District is trying to line up as many companies as they can, who qualify and meet the requirements; and hope that they will be available when they are needed. Commissioner Goggin commented that as Vice Chair Ryan indicated, that although the District has a grapple truck, the District has a large area to cover; and a grapple truck may be needed at the east end of the District, as well as at the west end at the same time. District Director Hart concurred.

Commissioner Good asked District Director Hart if there is a methodology on how the District will choose who to contract with first? District Director Hart replied yes. He said that the District will look at cost first, and availability second, as far as priorities. Looking at the list, and depending on the services needed, the District would look at the company with the lowest unit price and if they are not available to the District, the District would then go to the next lowest price, etc.

Commissioner Good recommended that this be established as a written policy; that the District has a methodology on how to select from the pool. He said that the 70 hours is not necessarily, the first 70 hours after the storm. 70 hours is the worst 70 hour period. He said that it could actually be two weeks later, and not immediately following the storm. Commissioner Good asked District Director Hart if the District is getting a bond from these companies prior to the start of work, or can we get it immediately. District Director Hart replied that the District will be getting a bond as part of the contract.

The question was called and it was carried unanimously.

2. **70 HR POST STORM VAC TRUCK/DREDGER SERVICES** - As with the contract for the 70 Hour Post Storm Debris/Tree Services, SBDD advertised for bids for 70 Hour Post Storm Vac Truck/Dredger Services. A total of one (1) bid was received. The bid is for work to be performed during a 70 hour period following a declared Disaster/State of Emergency and includes a series of hourly rates for equipment and personnel. District Director Hart recommended the award of the contract to Arbor Tree & Land, Inc. as the only bid received by the District.

As with the previous bids, the District will determine the scope of work after a declared disaster and issue individual Work Orders under the contract documents, based on factors including, but not limited to, hourly rates, availability, responsiveness, the specific needs of the District, type of equipment needed, location, and/or the severity of the storm, and/or the extent of damages; and as recommended by Commissioner Good, the District will prepare a written policy and methodology for determining how that will be done.

SBDD has reviewed the bid submitted and has checked references. SBDD has determined that the Contractor meets the requirements and is qualified to perform the work.

District Director Hart recommended award of the contract to Arbor Tree & Land, Inc. The contract would follow the same guidelines as with the previous contract.

Commissioner Minnaugh moved for approval to award the contract to Arbor Tree & Land, Inc. Motion was seconded by Commissioner Mersinger and it was carried unanimously.

B. RESOLUTION NO. 2014-04 – AGREEMENT WITH HOTWIRE COMMUNICATIONS, LTD.

Resolution 2014-04 – Agreement with Hotwire Communications, Ltd., was brought before the Board for finalization.

District Director Hart discussed the changes made to the Agreement in response to the Board's discussion and comments at the June Board meeting. The proposed Agreement includes a user fee, bonding requirements and reimbursement of all costs associated with the preparation of the Agreement, etc. He has had no discussion with Hotwire since the June Board meeting and has provided them with a copy of the updated Agreement. They were also invited to attend today's meeting and District Director Hart made them aware that this would be up for discussion and possible approval.

District Director Hart requested approval of Resolution 2014-04; authorizing SBDD to enter into an Agreement with Hotwire Communications Ltd. regarding the installation of a communication system within the Pembroke Falls development.

Commissioner Mersinger moved for approval of Resolution 2014-04; authorizing SBDD to enter into an Agreement with Hotwire Communications Ltd. regarding the installation of a communication system within the Pembroke Falls development. Motion was seconded by Commissioner Goggin.

Commissioner Good thanked District Director Hart and Attorney Bell for the efforts placed into the Hotwire Agreement and for accommodating the Board's requests. He also thanked the Board for recognizing that this was one of those concerns that may not have seemed like much right now, but can be a potential issue later.

Commissioner Goggin also thanked the Board, District Director Hart and Attorney Bell for due diligence. He thanked them for the time and effort they took to take care of the community; and for making sure that what may or may not happen has been fully covered. He said that although he does not live in that community, he takes this personal because this could happen to anyone.

Commissioner Minnaugh commented that she is all for moving this forward, because Hotwire has come in and made a huge presentation to the Silver Lakes HOA, and are pursuing other communities in Pines and Miramar for cable service. She said that this Agreement will be a boilerplate that the District can use. She suggested that the District give Hotwire a deadline to sign the Agreement. She has concerns that they will try to sit on it, and she feels that the District should send them a message; that the District will not sit by for 4 to 5 months coming up with these Agreements, so that Hotwire can just go in there and do the work anyway. She said that if they do not sign it, some action should be taken against them. She also stated that the Pembroke Falls HOA should be held accountable, because they are the ones that allowed Hotwire to go into the easements, when they should have known that Hotwire needed to come to the District. She said that the HOA needs to be placed on notice, even though this Agreement is being sent to Hotwire; and that this is the District's Final Agreement, and they need to sign it; and if needed, the District will place them on notice for a violation.

Commissioner Mersinger commented that it would not be a bad idea to notify other HOAs that they can potentially have major issues from a company coming in, and that the District has created an Agreement that would cover the HOAs and the District, and keep them in a safe place before they sign any agreement with Hotwire or any other company; so they can at least have dialogue with the District, since the District has had an issue with this previously. Commissioner Minnaugh agreed with Commissioner Mersinger that this is a great idea. Chair Hodges also agreed with Commissioner Minnaugh that this needs to move forward as quickly as possible. He said that this is a good boilerplate.

The question was called and it was carried unanimously.

Attorney Bell suggested that the District give Hotwire a fifteen (15) day deadline to sign the Agreement.

Commissioner Minnaugh then made a motion that the Hotwire Agreement be sent out immediately, and that the District give Hotwire a time frame to sign and return the

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The question was called and it was carried unanimously.

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Agreement back to the District on or before August 11, 2014; if not, a letter shall be sent to Hotwire putting them on notice, with a copy sent to the Pembroke Falls H.O.A. Motion was seconded by Commissioner Goggin and was carried unanimously.

Commissioner Good excused himself from the meeting at approximately 8:25 a.m.

At this point, Chair Hodges moved to adjourn the regular Board meeting and convene the Public Hearing on the Budget. Commissioner Minnaugh seconded the motion and it was carried unanimously.

05. CONVENED PUBLIC HEARING AT 8:48 A.M. RESOLUTION NO. 2014-05 – TENTATIVE BUDGET AND ASSESSMENT RATES FOR FISCAL YEAR 2014/2015

District Chairperson 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. 2014-05.

The Proposed Budget for fiscal year 2014/2015 is attached as Exhibit "A" to the District Resolution No. 2014-05.

Questions and comments from Commissioners regarding the tentative taxes and assessment rates for fiscal year 2014/2015 were as follows:

Commissioner Minnaugh thanked District Director Hart for the work done on the budget and assessment rates. She said that the budget has remained the same and the District is still able to provide the same level of services, give increases to the employees, and still keep the rates the same.

Chair Hodges agreed with Commissioner Minnaugh and commented that carrying over the Basin 3 funds is also very helpful; he said that the District will do great work in Basin 3 next year.

Commissioner Mersinger commented that the District has joined the Chamber and this should be added under meetings and seminars. District Director Hart said that it has been included in the budget.

Vice Chair Ryan commented that considering the post storm proposals, the District should look into purchasing a dump truck. Commissioner Mersinger said that a dump truck is not an inexpensive item. She asked if the District would need to hire an additional employee to run it. Chair Hodges agreed with Commissioner Mersinger that this item would be seldom used, and it would be cheaper to rent a dump truck on an as-needed basis. Commissioner Minnaugh commented that to use the dump truck, you would still need to take the grapple truck out; and it would be cost effective to use the grapple truck as opposed to spending thousands of dollars for a dump truck.

District Director Hart commented that he has discussed this issue with staff, and the District has on occasion, contracted out for dump trucks. When excavation work is done, it is easier to place the material in a dump truck. He said that this piece of equipment, because of the size and cost, would come under the District's Capital Program. At this point and time, he does not know that it would

be added to the Capital, because of some of the before-mentioned discussion. He said that even though it would be nice to have one, he does not believe that the cost-benefit will justify the cost of a dump truck. It is not used that often, and the District is able to get done what needs to get done by contracting it out. Commissioner Mersinger asked District Director Hart to find out how much it would cost. District Director Hart said that the District is researching the cost to purchase a dump truck. He said that Capital Plan will be coming up on August or September for approval. Commissioner Goggin commented that if the District has a dump-trailer that should resolve the needs of the District.

In presenting the proposed budget for fiscal year 2014/2015, District Director Hart did not recommend any changes to the current assessment rates.

The District Chairperson opened the public hearing. There were no comments from the public.

The District Chairperson closed public discussion.

Commissioner Mersinger moved for approval of Resolution 2014-05 as presented; which approves the tentative budget and assessment rates for fiscal year 2014/15. Motion was seconded by Commissioner Minnaugh and was carried unanimously.

The Public Hearing was adjourned and the Regular SBDD Board Meeting was reconvened.

C. OTHER

District Director Hart mentioned the following items:

- **Update on CIP** – District Director Hart said that the following CIP projects have been successfully completed or are in the process of being completed:
 - Two pumps have been upgraded from oil to water lubrication.
 - Gear drives at the S-2 pump station have been replaced and completed.
 - The sluice gate at the S-2 pump station has been operational this entire season and is proving to be very beneficial.
 - The motor at the S-1 pump station has been rebuilt and is currently operational, and is working out very well.
 - The District is under contract for the Pipe Liner at Johnson Street and Palm Avenue; and should be completed within the next 60 days.
 - The District is also under contract on the cameras for the pump stations. The cameras have been ordered. The electrical work at the pump stations and the installation work is under way; and should all be in place and operational within the next 30 to 45 days. District Director Hart thanked Commissioner Goggin for his input and for his assistance on the cameras.
 - The District is designing drainage improvements within the Town of Southwest Ranches.
 - As mentioned above, the District is also performing improvements in Basin 3 under the General Operating Budget.
 - The culvert installation, which was the main improvement required under the Agreement with Duke Realty, is 90% complete and is projected to be fully complete within the next 6 months.
 - The District is out to bid to replace the roof at the S-3 Pump Station. It will be replaced with a concrete roof. The goal is to start the work on the roof on

09. MEETING DATE(S)

- A. The Next **Regular Board Meeting** will be held on **Thursday, August 28th at 8:00 a.m.**
- B. **Regular Board Meeting** will be held on **Monday, September 15th at 8:00 a.m.** with the **Final Budget Hearing for 2014/2015 Fiscal Year** to be held at **8:30 a.m.**

Adjournment at 9:50 A.M.

Respectfully submitted,

Robert E. Goggin IV, Secretary
South Broward Drainage District

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DRAFT

MEMORANDUM

DATE: August 21, 2014

TO: South Broward Drainage District Commissioners

FROM: Kevin M. Hart, P.E.
District Director

Subject: Contract Award for SBDD S-3 Pump Station Roof Replacement Project

Comments:

SBDD advertised for bids to replace the existing wood truss roof at the S-3 pump station with a new, concrete roof. We received a total of two (2) bids. The Bid amounts ranged in price from \$199,680.58 to \$240,470.00. A copy of the Bid Summary is attached.

The lowest bid was submitted by Trintec Construction, Inc. in the amount of \$199,680.58. SBDD has reviewed the bid submitted by Trintec Construction, Inc. and has determined that the bid is complete and that the Contractor is qualified to perform the work. In addition, SBDD staff has checked the references for Trintec Construction, Inc. and received positive feedback. I am recommending that the District award the contract for the SBDD S-3 Pump Station Roof Replacement Project in Miramar, FL to Trintec Construction, Inc. in the amount of \$199,680.58 as the lowest responsive, responsible bidder.

Financial impacts to this Agenda Item: This project is included under the District's 2013-2014 Budget under "Basin S-3 Drainage Improvements"; and funding for the project will come from the General Operating Account.

A year-to-date summary of the Basin S-3 Drainage Improvements is attached for informational purposes. To date, the District has completed a number of significant improvements in Basin S-3, including SBDD's portion of the basin inter-connect along SW 145th Avenue and a series of important upgrades to the S-3 pump station. The basin inter-connect will be 100% complete with the installation of the remaining link under Pembroke Road, which is currently under contract through the Broward County Highway Construction and Engineering Division.

The replacement of the existing wood truss roof structure at the S-3 pump station with a concrete roof will provide a much higher level of protection against damages during major storm events and will match the level of protection afforded at all other SBDD pump stations.

This is to request approval by the Board to award the contract for the SBDD S-3 Pump Station Roof Replacement Project to Trintec Construction, Inc. in the amount of \$199,680.58. Funding for this project will come from the SBDD General Operating Account.

KH
Attachment

BID TABULATION

SOUTH BROWARD DRAINAGE DISTRICT

S-3 PUMP STATION ROOF REPLACEMENT PROJECT IN MIRAMAR

(BIDS HAVE NOT BEEN FULLY EVALUATED)

Friday, August 15, 2014

<u>COMPANY NAME</u>	<u>TOTAL BID AMOUNT</u>	<u>COMMENTS</u>
Trintec Construction	\$199,680.58	
TomaSiou Enterprises, Inc.	\$240,470.00	

BASIN S-3 DRAINAGE IMPROVEMENTS
YEAR-TO-DATE SUMMARY
8/18/2014

	<u>Annual Budget</u> (2013/2014 FY)	<u>Expenses</u> (Oct '13 - Jul '14)	<u>Balance</u> (8/18/14)	<u>Comments</u>
1781 <u>Basin S-3 Drainage Improvements</u>	\$354,659.11	\$114,146.46	\$240,512.65	
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<u>Projects Completed</u>				
145th Avenue Culvert Extension - Basin Inter-Connect		\$46,781.27	\$307,877.84	Completed
Install New Drive Shafts @ S-3 PS		\$6,038.00	\$301,839.84	Completed
Dive Inspection of Existing Pumps and Culverts		\$5,300.00	\$296,539.84	Completed
Stabilize Access Drive @ S-3 PS		\$490.00	\$296,049.84	Completed
Electrical Modifications @ S-3 PS		\$7,009.00	\$289,040.84	Completed
Rebuild Gear Drives @ S-3 PS		\$30,310.00	\$258,730.84	Completed
Design/Geotechnical Services/Permitting/Bidding		\$12,248.19	\$246,482.65	Completed
Install New Clutches @ S-3 PS		<u>\$5,970.00</u>	\$240,512.65	Completed
Sub-Total - Projects Completed		\$114,146.46		
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<u>Future Projects</u>				
Construct New Concrete Roof @ S-3 PS		\$199,680.58	\$40,832.07	Contract Award Pending
Install New Mufflers @ S-3 PS		\$7,500.00	\$33,332.07	To Be Installed With New Roof
Inspection/Testing Services		\$8,500.00	\$24,832.07	To Be Performed With New Roof Construction
New Aluminum Flappers @ S-3 PS		\$12,000.00	\$12,832.07	Future
Paint Sheet Piling @ S-3 PS		<u>\$10,000.00</u>	\$2,832.07	Future
Sub-Total - Future Projects		\$237,680.58		
<hr/>				
Total - Basin S-3 Drainage Improvements		\$351,827.04	\$2,832.07	

BASIN S-3 DRAINAGE IMPROVEMENTS
YEAR-TO-DATE SUMMARY
8/18/2014

Cobblestone III Permit - Basin
Improvement

Telemetry & Motors for Sluice Gates	\$60,000.00	Future
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****MEMORANDUM****

DATE: August 21, 2014
TO: South Broward Drainage District Commissioners
FROM: Kevin M. Hart, P.E.
District Director
Subject: SBDD Resolution No. 2014-06 – Approval and Adoption of SBDD Financial Policies and Guidelines

Comments:

Attached for the Board's review and approval is SBDD Resolution No. 2014-06 which will adopt proposed SBDD Financial Policies and Guidelines.

The proposed Financial Policies and Guidelines are consistent with SBDD's current practices for budgeting and financial management and will provide the District Director with a written guidance for future practices in these areas.

The proposed Financial Policies and Guidelines include the following items:

- District Director Responsibilities
- Objectives
- Annual Budgeting Guidelines
- SBDD General Operating Account
- Capital Improvement Plan (CIP) and SBDD CIP Account
- SBDD Emergency Account
- SBDD Separation Account
- Unassigned Fund Balance
- Purchasing Authority of the District Director

Financial impacts to this Agenda Item: approval of Resolution No. 2014-06 will establish financial policies and guidelines for the District Director to implement and follow. There are no immediate financial impacts associated with this agenda item, as the proposed policies and guidelines are consistent with the current practices of SBDD.

This to request approval of SBDD Resolution 2014-06 – Approval and Adoption of SBDD Financial Policies and Guidelines.

KH
Attachments

**SOUTH BROWARD DRAINAGE DISTRICT
RESOLUTION No. 2014-06**

**RESOLUTION OF THE SOUTH BROWARD DRAINAGE DISTRICT
APPROVING AND ADOPTING THE SOUTH BROWARD DRAINAGE
DISTRICT FINANCIAL POLICIES AND GUIDELINES; PROVIDING FOR
SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the South Broward Drainage District, a political subdivision of the State of Florida, and an independent water management district hereinafter referred to as "District", is charged with the responsibility of effecting drainage and water management within its geographical boundaries; and

WHEREAS, the District Board of Commissioners has determined that the District should approve and adopt a set of Financial Policies and Guidelines; and

WHEREAS, the District's Director has submitted to the District Board of Commissioners a proposed set of District Financial Policies and Guidelines; and

WHEREAS, the proposed District Financial Policies and Guidelines is shown in the attached Exhibit "1"; and

WHEREAS, the District Financial Policies and Guidelines shall be approved and adopted as presented by the District Director and as reflected in the attached Exhibit "1"; and

WHEREAS, the District Financial Policies and Guidelines shall be incorporated into the day-to-day operations of the District; and

WHEREAS, the District Director shall be responsible to follow the District Financial Policies and Guidelines and to incorporate said District Financial Policies and Guidelines into the day-to-day operations of the District; and

WHEREAS, a public hearing was held at the offices of the South Broward Drainage District located at 6591 S.W. 160th Avenue, Southwest Ranches, Florida 33331 at 8:00 A.M. on Thursday, the 28th day of August, 2014 for the purpose of approving and adopting the District Financial Policies and Guidelines;

NOW, THEREFORE, be it resolved by the Board of Commissioners of the South Broward Drainage District in meeting assembled that:

1. The foregoing statements are true and correct and are incorporated herein by reference as if fully stated herein.
2. The South Broward Drainage District Financial Policies and Guidelines as stated above and reflected in the attached Exhibit "1" are approved and adopted.
3. If any one or more of the covenants, agreements or provisions of this Resolution shall be held contrary to any express provision of law or contrary to the policy of express law, though not expressly prohibited, or against public policy, or shall for any

reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be separate from the remaining covenants, agreements or provisions and shall in no way affect the validity of all other provisions of this Resolution.

4. The South Broward Drainage District Financial Policies and Guidelines shall take effect as of the 28th day of August, 2014 and shall be effective until revised or changed by the District Board of Commissioners by subsequent resolution.

5. This Resolution shall take effect on the 28^h day of August, 2014.

IN WITNESS WHEREOF, the Chairperson of the Board of Commissioners of the SOUTH BROWARD DRAINAGE DISTRICT has hereunto set his hand and the Secretary of the Board of Commissioners of the SOUTH BROWARD DRAINAGE DISTRICT has caused to be set its seal.

ADOPTED AND DATED the _____ day of _____, 2014.
SOUTH BROWARD DRAINAGE DISTRICT

(SEAL)

By: _____
Scott Hodges, Chairperson

Attest:

Robert E. Goggin, IV, Secretary

STATE OF FLORIDA)
)§
COUNTY OF BROWARD)

The foregoing Resolution No. 2014-06 was acknowledged before me this ____ day of _____, 2014 by SCOTT HODGES and ROBERT E. GOGGIN, IV, as Chairperson and Secretary, respectively of the SOUTH BROWARD DRAINAGE DISTRICT, a political subdivision of the State of Florida, on behalf of SOUTH BROWARD DRAINAGE DISTRICT. They are personally known to me.

WITNESS my hand and official seal in the county and state last aforesaid this _____ day of August, 2014.

(NOTARY SEAL OR STAMP)

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Notary Public - State of Florida at Large

SOUTH BROWARD DRAINAGE DISTRICT
FINANCIAL POLICIES AND GUIDELINES

August 2014

General

The South Broward Drainage District (SBDD) Board of Commissioners has established the following policies and guidelines for the District Director to follow in regards to the District's financial budgeting, management and operations. It is the intent of the Board that SBDD follow Best Practices for Governments in its financial practices and policies and comply with all statutory requirements of the State of Florida.

The District Director shall be responsible to perform the following duties:

- Prepare an annual budget for review and approval by the Board.
- Evaluate the adequacy of the District's annual assessment rates to ensure the adequate maintenance and operations of District Facilities, and to provide the resources necessary to meet the District's adopted levels of service for drainage and stormwater management.
- Schedule and advertise public hearings for an initial budget hearing to approve the tentative budget and assessment rates to be held in July and a final budget hearing to approve the final budget and assessment rates to be held in September.
- Ensure that all dates, advertisements and notices are in compliance with state statutes, the Office of the Broward County Property Appraiser, and the Office of Records, Taxes and Treasury.
- Coordinate with the District Attorney on preparing Resolutions adopting and approving the proposed budget and assessment rates, and adopting and approving the final budget and assessment rates.
- Oversee the preparation of an annual audited financial statement in accordance with statutory requirements.
- Ensure that the annual audited financial statement is presented to the Board in a timely manner for review and approval.
- Ensure that the annual audited financial statement is submitted to the state's Auditor General's office in accordance with statutory requirements.
- Coordinate with the District Attorney on the selection process of the outside firm to perform the District's annual audit. The District shall re-advertise for these services on a minimum time frame of once every five years.
- Prepare a 5-Year Capital Improvement Plan (CIP) for review and approval by the Board by October 1st of each fiscal year.
- Provide regular updates to the Board on the progress of CIP projects, and prepare updates/revisions to the CIP as necessary, based on the priorities and needs of the District.

- Provide a monthly report to the Board titled: “Comparative Statement of Revenues and Expenses - General Fund (Budgetary Basis), which provides a year-to-date comparison of actual revenues/expenses against the adopted budget.
- Provide a monthly report to the Board titled: “Summary of District Funds”, which provides a monthly summary of SBDD’s accounts and investments.
- Ensure that all financial information and other required information is available on the District’s web page in accordance with state statutes.
- Prepare and present an amended budget to the Board for review and approval no later than August 31st, if appropriate.
- Ensure that all District fund accounts are in compliance with the latest requirements of the Governmental Accounting Standards Board (GASB).
- Provide recommendations to the Board on the investment of District funds in accordance with the District’s Investment Policy (attached as Exhibit “A”); and provide recommendations on updates to the Investment Policy as appropriate.
- Implement and follow strict practices in the approval and payment of District expenses. All District-issued checks/payments shall be signed/approved by the District Director and one Board member, or two Board members.
- Manage the District’s cash flow to ensure that adequate funds are available in the District’s General Operating Account throughout the fiscal year to pay all district general operating expenses.
- Pursue grants and outside funding sources for District projects as applicable.
- Follow the District Charter and applicable statutory requirements in the procurement of contractual services and purchase of goods, supplies, and materials.
- Present recommendations to the Board for the levying of special assessments upon benefitted property in accordance with the District’s Charter.

The purpose of these Financial Policies and Guidelines is to provide the District Director with the appropriate tools to properly manage the financial activities of the District, to maintain the financial stability of the District, and to ensure that the adopted levels of service and the needs of the District’s residents are continually met.

Objectives

The Financial Policies and Guidelines are intended to meet the following objectives:

- That SBDD follow Best Practices for Governments in its financial planning and practices.
- Ensure that SBDD is in compliance with all applicable state statutes for financial practices and reporting.
- Ensure that the District has the ability to meet all of its financial obligations related to its on-going expenses and operations.
- Allow the District to properly fund important capital projects.

- Maintain an appropriate Emergency Fund balance to address priority needs in the event of a natural disaster, as directed and approved by the Board.

Annual Budgeting Guidelines

Prior to the Tentative Budget Hearing in July, the District Director shall submit to the Board the proposed budget for the fiscal year commencing on October 1st. The budget shall be formally adopted by the Board for the ensuing year.

At the end of each fiscal year, any unmet appropriations (expenses) shall lapse and any unused revenues shall become “Unassigned” funds. A portion, or all, of these unassigned funds may be appropriated as revenue for the next fiscal year under the budget line item “Appropriation of Fund Balance”.

The following guidelines shall apply to the use of the “Appropriation of Fund Balance” for budgeting purposes:

- The District Director may include in the District’s budget an amount equal to no more than 5% of the District’s total operating budget as an “Appropriation of Fund Balance” for any given fiscal year, unless otherwise approved by the Board.
- The District Director shall ensure that the District’s unassigned fund balance available at the end of the fiscal year exceeds the budgeted “Appropriation of Fund Balance” for the following fiscal year’s budget.

Total expenses shall match total revenues. Should additional expenditures be necessary during the year, the District has the authority to modify the budget by a vote of its Board. In addition, the District Director may adjust individual line items in the budget, and if appropriate, shall present an amended budget to the Board for review and approval no later than August 31st.

SBDD General Operating Account

It is the Board’s desire that the District maintain an adequate balance in its General Operating Account to properly fund and pay for all expenses without having to borrow money from a bank/lending institution or utilize a line of credit (unless absolutely necessary). To accomplish this goal, it is necessary to have a minimum balance in the District’s General Operating Account at the start each fiscal year (October 1st) equivalent to three months of projected expenses. This will allow the District to maintain the required level of operating cash flow through the middle of December, which is the time frame in which the majority of the District’s tax revenue is received. In addition, the District Director shall prepare and update a cash flow analysis on a quarterly basis to ensure that the District maintains an adequate cash balance in its General Operating Account.

Capital Improvement Plan (CIP) and SBDD CIP Account

The District Director shall prepare a 5-Year Capital Improvement Plan (CIP) and shall present the CIP to the Board for approval by October 1st of each year. The CIP shall address significant capital projects and shall be prioritized, based upon the most pressing and immediate needs of the District. As a guideline, the annual, budgeted amounts for the CIP should not exceed 20% of the District's annual operating budget, unless otherwise approved by the Board.

Funding of the District's CIP may come from the following sources:

- A portion of the District's Unassigned Funds, as recommended by the District Director.
- Grants.
- Other outside sources, such as basin improvements required as part of the SBDD permitting process.
- Cost sharing with municipalities.
- Outside financing as recommended by the District Director, which may include, but not be limited to, traditional bank loans, low interest loans through the state (ie: Clean Water Revolving Fund Loan Program), or bond financing.

The District Director shall evaluate the adequacy of the SBDD CIP Account for funding of CIP projects on an annual basis, and shall make recommendations to the Board on the need for outside funding sources as necessary.

SBDD Emergency Account

The District shall maintain a minimum balance in its Emergency Account as directed and approved by the SBDD Board of Commissioners. The purpose of this account is to provide emergency funding for priority needs of the District in the event of a natural disaster or other emergency situation. Any expenditures from this account shall require approval by a 2/3's (66.67%) majority of the entire SBDD Board of Commissioners. The District Director may, from time to time, make recommendations to the Board on the adequacy and need for funding of this account.

SBDD Separation Account

The District shall maintain a minimum balance in its Separation Account as recommended by the District Director and as approved by the SBDD Board of Commissioners. The purpose of this account is to provide funding for the payment of unused benefits to District employees who retire or are otherwise separated from the District, in accordance with the latest edition of the SBDD Employee Policy Handbook. The District Director shall review the adequacy of this account and shall make recommendations to the Board on the required funding of this account as necessary.

Unassigned Fund Balance

Over time, the District may accumulate a balance of “Unassigned” funds. These funds typically accrue when the District’s revenues for any given fiscal year exceed its expenses. Each year, the District Director shall evaluate the balance of these funds and make recommendations to the Board on the best use and most appropriate use of these funds.

The following guidelines shall apply in the District Director’s evaluation of Unassigned Funds:

- Ensure that the District’s cash flow needs are met and maintain a minimum balance in the SBDD General Operating Account as previously provided for within these Financial Policies and Guidelines.
- Pay down any outstanding loans, debts or other SBDD liabilities.
- Provide funding for the District’s CIP projects (SBDD CIP Account), as necessary.
- Provide funding for the SBDD Emergency Account, as necessary.
- Provide funding for the SBDD Separation Account, as necessary.

Whenever funds are available, and to the largest extent practical, Unassigned Funds may be utilized to assist in funding the District’s CIP projects. In this way, the District can continue to provide funding for on-going capital projects without the need to borrow money from outside sources.

It shall be the goal of the District to provide on-going funding (as needed) to its CIP Account, Emergency Account, and Separation Account through the transfer of Unassigned Funds and without having to rely on outside financing, to the largest extent practical.

Purchasing Authority of the District Director

The District Director shall meet the following guidelines and shall have the following authority in the procurement of contractual services and the purchase of goods, supplies, and materials:

- All expenses and purchases authorized by the District Director shall be part of the SBDD adopted budget or approved SBDD CIP.
- The District Director shall be authorized to approve expenses and purchases for individual amounts not-to-exceed \$10,000.00 without approval by the Board.
- The procurement of contractual services and the purchase of goods, supplies, and materials shall be in accordance with the provisions of the District Charter.
- The procurement of professional services shall be in accordance with the provisions of the District Charter and state statutes (CCNA).

- Whenever possible, the District shall obtain a minimum of three (3) prices for the purchase of goods, supplies, and materials. Exceptions to this guideline shall include, but not be limited to, sole source items, specialty items, or emergency action items. In all cases, the District shall ensure that the procurement and purchase of goods, supplies, and materials shall be made with such competition as is practical and in the best interests of the District.

These Financial Policies and Guidelines were approved and adopted by the South Broward Drainage District Board of Commissioners by SBDD Resolution No. 2014 - __ on _____, 2014.

**SOUTH BROWARD DRAINAGE DISTRICT
INVESTMENT POLICY**

I. SCOPE

This investment policy applies to all financial assets and transactions, in excess of those required to meet current expenses, involving public funds held by the South Broward Drainage District (District). These public funds are periodically transferred from the District's local bank accounts to the State Board of Administration of Florida's Local Government Investment Pool (SBA). All funds and investments are accounted for in the District's Annual Financial Report and include:

1. Paying Accounts
2. Reserve Accounts:
 - A. General
 - B. As-Builts
 - C. Capital Improvements
 - D. Emergency
 - E. Property/Equipment R & R
 - F. Separation
 - G. Building R & R
3. Special Assessment Funds
4. New Funds Created By the District Not Specifically Exempted From This Policy

II. INVESTMENT OBJECTIVES

Safety of Capital

Safety of capital is regarded as the highest priority in the handling of investments for the District. The primary concern of each investment transaction will be to prevent capital losses. Efforts will be employed to minimize risk by diversifying its investments between specific types and individual financial institutions.

Liquidity

The District's investment portfolio will remain sufficiently liquid to enable the District to meet operating requirements that might be reasonably anticipated and those set forth in the annual budget.

Return on Investments

The District's investment portfolio shall be actively managed in an effort to attain the highest available market rate of return while still operating within this Investment Policy. Securities may be traded for other similar securities to improve interest income, maturity or credit risk. A loss may be

incurred for accounting purposes provided any of the following occurs with respect to the replacement security:(1)The interest income has been increased; (2) The time to maturity has been reduced; or (3) The credit quality has been improved.

Permitted investments of bond proceeds are usually set forth in the bond documents. Investment strategies or vehicles commonly utilized for the investment of bond proceeds may differ from those of other District funds.

III. INTERNAL CONTROL

The District Director, with the approval of the District's Board Chairperson, will establish an Investment Committee for the purpose of formulating alternative investment strategies and short-range direction within the guidelines herein set forth and for monitoring the performance and structure of the District's investment portfolio. Members of the team shall include the Board Treasurer, the District Director and a Financial Consultant, retained by the District, not associated in any manner with any of the District's investments.

The Committee shall meet quarterly, or as often as deemed necessary, under the given conditions to review, discuss and affirm or alter the current investment strategy and perform various other functions as herein provided. The District Director shall establish and monitor internal and procedural controls designed to protect the District's assets and insure proper accounting and reporting.

Internal controls will encompass, at a minimum, the following issues:

- A. Separation of authority including transaction authority from accounting and record keeping
- B. Custodial safekeeping
- C. Avoidance of bearer-form or non-wireable securities
- D. Delegation of authority to staff members
- E. Written confirmation of telephone transactions

The District Director and all other members of the Investment Committee that may be responsible for making investment decisions, except for the financial consultant must annually complete eight (8) hours of continuing education in subjects or courses of study related to investment practices and products. Periodic training and education will be provided to Investment Committee members through courses and seminars offered by Government Finance Officers Association, Municipal Treasurers Associations, Trustee Associations, approved colleges and universities and/or other qualified and pertinent organizations.

The Investment Committee activities shall include, but not be limited to reviewing and setting investment strategies, reviewing and establishing written investment procedures and any other functions defined herein.

IV. PRUDENCE

The standard of prudence to be applied by the Investment Committee will be the "Prudent Person" rule which states:

"Investments should shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment."

The Investment Committee members, acting in accordance with the written procedures and exercising due diligence, will not be held personally liable for a specific security's credit risk or adverse market price changes.

V. INVESTMENT PERFORMANCE AND REPORTING

Performance of the portfolio shall will be reported periodically and submitted to the District Director and the District Treasurer for review. These reports should include current market value, investment details and other material characteristics of the portfolio. The base objective for investments other than the Florida's Local Government Investment Pool Surplus Trust Fund (SBA) shall be to exceed the weighted average return of said SBA.

VI. INVESTMENT MATURITY AND LIQUIDITY

The District will to the extent practicable make every attempt to match its investments in a manner as to provide sufficient liquidity to pay obligations of the District as they become due with anticipated cash-flow requirements. In order to meet projected cash requirements, the District will invest all surplus District checking account balances into the State of Florida Investment Pool (SBA) pending subsequent longer-term investment. Unless matched to a specific cash flow requirement, the District will generally not directly invest in securities maturing more than five (5) years from the date of purchase.

VII. RISK AND DIVERSIFICATION

It is the policy of the District to diversify its investment portfolio. Assets held shall be diversified to control the risk of loss resulting from overconcentration of assets in a specific maturity, a specific issuer or a specific instrument and/or class of instruments and dealers and banks through whom these instruments are bought or sold.

The Committee shall determine the appropriate maturity dates based on cash-flow needs and market conditions desired, select one or more investment instrument(s) and competitively bid the security in question when feasible and appropriate. Except as otherwise required by law, the bid deemed to meet the investment objectives of the District as stated in section II INVESTMENT OBJECTIVES the most economically-advantageous bid must be selected.

Diversification strategies within the established guidelines shall be reviewed and revised periodically as necessary by the appropriate management staff and the Investment Committee.

VIII. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS

The investment officer will maintain a list of financial institutions authorized to provide investment services. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Investment Officer with the following (as appropriate):

- A. Audited financial statements
- B. Proof of National Association of Securities Dealers Certification
- C. Registered to sell securities in the state of Florida
- D. Certification of having read the District's investment policy

Annual review of the financial condition and registrations of qualified bidders will be conducted by the Investment Officer. A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the District invests.

Except for externally managed funds, the following restrictions apply to all financial institutions and securities dealers.

- A. Certificates of deposit shall only be purchased from financial institutions that qualify under Florida Statutes.
- B. Other securities shall be purchased only through financial institutions that
 - a. Provide the service of a securities dealer, primary dealers and regional broker dealers.
 - b. Meet a minimum capital requirement of \$10,000,000
 - c. Agree to comply with SEC Rule 15C3-1
 - d. Demonstrate that both the firm and the assigned broker have been engaged in the business of effecting transactions in U.S. Government and agency obligations for at least 5 years

IX. BID REQUIREMENTS

When purchasing or selling securities, the Investment Committee shall select the security which given the current objectives and needs of the District's portfolio provides the highest rate of return within the parameters of this policy. When feasible and appropriate in most situations, the District shall utilize the competitive-bid process to select the securities to be purchased or sold. Selection by

comparison to a current market price shall be utilized when, in the judgment of the Committee, competitive bidding would inhibit the selection process such as:

1. When a dealer brings to the District an unsolicited swap or proposal
2. When time constraints due to unusual circumstances preclude the use of competitive bidding
3. When a security is unique to a particular dealer
4. When the transaction involves new issues at par

X. PERMISSIBLE INVESTMENTS

The District may invest and reinvest any surplus public funds in the District's control and possession in any investment permitted by Florida Statute 218.415(16). Although the day-to-day selection of specific investments is a management function, this section of the policy defines the parameters from which selections are to be made.

U. S. Government Securities

Any direct obligation of the U.S. Government having principal and interest unconditionally guaranteed by the Government of the United States having a stated final maturity of 30 years and less. Typical issuing names are, but not limited to, direct U.S. Treasury issues, GNMA, FHA, FMHA, GSA and SBA.

Federal Agency Securities

Obligations of any U.S. Government sponsored agency (GSE) which principal and interest carry the implied full faith and credit of the U.S. Government and which principal and interest are unconditionally guaranteed by the issuing agency. Typical issuing names are, but not limited to, Federal Home Loan Mortgage Corporation (FHLMC), Tennessee Valley Authority (TVA), Federal National Mortgage Association (FNMA), Federal Home Loan Banks (FHLB), Federal Farm Credit Bank (FFCB) and Student Loan Marketing Association (SLMA).

Repurchase Agreements

Fully collateralized repurchases are permissible investments provided that the following conditions are met:

1. The District has executed a Master Repurchase Agreement similar to the PSA's "Master Repurchase Agreement" with either a primary dealer as defined by the Federal Reserve or a bank or savings and loan domiciled in this State and certified as a qualified depository as defined in Florida Statutes Section 280.02.

2. The agreement has a defined termination date and is secured by obligations described in this investment policy.
3. Requires that the securities being purchased by the District to be pledged to the District, held in the District's name and deposited at the time the investment is made with the District or with a third party selected and approved by the District.

Prime Commercial Paper

Commercial Paper (CP) investments are limited to two-hundred and seventy (270) day promissory notes issued by domestic corporations and are rated at least A-1/P-1 by a nationally-recognized rating service such as Standard and Poor's or Moody's. Commercial Paper investments are not to exceed ten percent (10%) of the total portfolio.

Certificates of Deposit

Certificates of Deposit shall be purchased only from institutions that qualify under Florida Statute 280.01 as qualified as public depositories.

Investment Pools

The Committee is specifically authorized to avail the District of investments in the State Board of Administration of Florida's Local Government Investment Pool and the Florida League of Cities Investment Pool.

Other

Security or other interests in any open-end or closed-end management-type investment company or investment trust registered under the Investment Company Act of 1940 provided the portfolio meets the District's policy.

XI. THIRD PARTY CUSTODIAL AGREEMENTS

All securities purchased by the District under this section shall be properly designated as an asset of the South Broward Drainage District and held in safekeeping by a third-party custodial bank or other third-party custodial institution chartered by the United States Government or the State of Florida, and no withdrawal of such securities in whole or in part shall be made from safekeeping except by the people authorized by this policy. The strongest assurance and control that the securities have been properly segregated on behalf of the local jurisdiction is provided by an independent third-party custodian.

All investment transactions are to be performed on a Delivery vs Payment (DVP) basis whereby delivery of and payment for the security are simultaneous. Settlement shall occur at the third-party custodian's as designed by the District prior to completion of the trade. Trades settled on a DVP basis minimize settlement risk and maximize accountability of the transaction: to maintain the District's ownership interest in the security.

XII. POLICY REPORTING, REVIEW AND AMENDMENTS

The District's Investment Committee policy will be approved by the District Board of Commissioners and reviewed annually by the Investment Committee. If investment conditions dictate a need for a modification of the Investment Policy prior to this annual review, the District Director may submit such changes to the Board for approval. The Investment Policy shall be reviewed by the District's independent certified public accountants as part of any financial audit, including schedules reflecting holdings in the District's portfolio and year-to-date returns on investments compared to the targeted yields. All investments will be adjusted annually at fiscal-year end to reflect the then-current market value of the securities. The results of the adjustments will be incorporated into the financial records of the District. A statement of compliance with Section 218.415, Florida Statutes, shall be included in the Comprehensive Annual Financial Report which is to be copied to the State of Florida Office of the Auditor General.

The foregoing Investment Policy was approved and adopted by the South Broward Drainage District Board of commissioners by District Resolution no. 2009-03 on March 26, 2009.

**FLORIDA STATUTES
SECTION 280.17**

Requirements for public depositors; notice to public depositors and governmental units; loss of protection.—In addition to any other requirement specified in this chapter, public depositors shall comply with the following:

- (1) (a) Each official custodian of moneys that meet the definition of a public deposit under s.280.02 shall ensure such moneys are placed in a qualified public depository unless the moneys are exempt under the laws of this state.

(b) Each depositor, asserting that moneys meet the definition of a public deposit provided in s. 280.02 and are not exempt under the laws of this state, is responsible for any research or defense required to support such assertion.
- (2) Beginning July 1, 1998, each public depositor shall take the following actions for each public deposit account:
 - (a) Ensure that the name of the public depositor is on the account or certificate or other form provided to the public depositor by the qualified public depository in a manner sufficient to identify that the account is a Florida public deposit.
 - (b) Execute a form prescribed by the Chief Financial Officer for identification of each public deposit account and obtain acknowledgment of receipt on the form from the qualified public depository at the time of opening the account. Such public deposit identification and acknowledgment form shall be replaced with a current form as required in subsection (3). A public deposit account existing before July 1, 1998, must have a form completed before September 30, 1998.
 - (c) Maintain the current public deposit identification and acknowledgment form as a valuable record. Such form is mandatory for filing a claim with the Chief Financial Officer upon default or insolvency of a qualified public depository.
- (3) Each public depositor shall review the Chief Financial Officer's published list of qualified public depositories and ascertain the status of depositories used. A public depositor shall, for status changes of depositories:
 - (a) Execute a replacement public deposit identification and acknowledgment form, as described in subsection (2), for each public deposit account when there is a merger, acquisition, name change, or other event which changes the account name, account number, or name of the qualified public depository.
 - (b) Move and close public deposit accounts when an institution is not included in the authorized list of qualified public depositories or is shown as withdrawing.

(4) Whenever public deposits are in a qualified public depository that has been declared to be in default or insolvent, each public depositor shall:

(a) Notify the Chief Financial Officer immediately by telecommunication after receiving notice of the default or insolvency from the receiver of the depository with subsequent written confirmation and a copy of the notice.

(b) Submit to the Chief Financial Officer for each public deposit, within 30 days after the date of official notification from the Chief Financial Officer, the following:

1. A claim form and agreement, as prescribed by the Chief Financial Officer, executed under oath, accompanied by proof of authority to execute the form on behalf of the public depositor.
2. A completed public deposit identification and acknowledgment form, as described in subsection (2).
3. Evidence of the insurance afforded the deposit pursuant to the Federal Deposit Insurance Act.

(5) Each public depositor shall confirm annually that public deposit information as of the close of business on September 30 has been provided by each qualified public depository and is in agreement with public depositor records. Such confirmation shall include the federal employer identification number of the qualified public depository, the name on the deposit account record, the federal employer identification number on the deposit account record, and the account number, account type, and actual account balance on deposit. Public depositors shall request such confirmation information from qualified public depositories on or before the fifth calendar day of October and shall allow until October 31 to receive such information. Any discrepancy found in the confirmation process shall be reconciled before November 30.

(6) Each public depositor shall submit, not later than November 30, an annual report to the Chief Financial Officer which shall include:

(a) The official name, mailing address, and federal employer identification number of the public depositor.

(b) Verification that confirmation of public deposit information as of September 30, as described in subsection (5), has been completed.

(c) Public deposit information in a report format prescribed by the Chief Financial Officer. The manner of required filing may be as a signed writing or electronic data transmission, at the discretion of the Chief Financial Officer.

(d) Confirmation that a current public deposit identification and acknowledgment form, as described in subsection (2), has been completed for each public deposit account and is in the possession of the public depositor.

(7) Notices relating to the public deposits program shall be mailed to public depositors and governmental units from a list developed annually from:

(a) Public depositors that filed an annual report under subsection (6).

(b) Governmental units existing on September 30 that had no public deposits but filed an annual report stating "no public deposits".

(c) Governmental units established during the year that filed an annual report as a new governmental unit or otherwise furnished in writing to the Chief Financial Officer its official name, address, and federal employer identification number.

(8) If a public depositor does not comply with this section on each public deposit account, the protection from loss provided in s. 280.18 is not effective as to that public deposit account.

****MEMORANDUM****

DATE: August 21, 2014
TO: South Broward Drainage District Commissioners
FROM: Kevin M. Hart, P.E.
District Director
Subject: SBDD Resolution No. 2014-07 – Amendment to the 2013/2014 Budget

Comments:

Attached for the Board's review and approval is SBDD Resolution No. 2014-07 which grants approval for an amendment to the previously approved budget for the 2013/2014 fiscal year.

The overall budget amount has not changed (\$3,563,965.08); however several line items have been adjusted to reflect actual costs to date and projected expenses through the end of the fiscal year. All adjusted line items have been highlighted for reference.

I am happy to answer any questions or provide whatever additional information is requested as it relates to the proposed amended budget for fiscal year 2013/2014.

Financial impacts to this Agenda Item: approval of Resolution No. 2014-07 amends the previously approved budget for the 2013/2014 fiscal year. The overall budget amount will not change.

This to request approval of SBDD Resolution 2014-07 - Amendment to the 2013/2014 Budget.

KH
Attachments

SOUTH BROWARD DRAINAGE DISTRICT
RESOLUTION N° 2014-07

RESOLUTION OF THE SOUTH BROWARD DRAINAGE DISTRICT ADOPTING AND APPROVING THE AMENDED BUDGET OF THE SOUTH BROWARD DRAINAGE DISTRICT FOR FISCAL YEAR 2013/2014; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the South Broward Drainage District, a political subdivision of the State of Florida (hereinafter referred to as "District") is charged with the responsibility of maintaining canals and other facilities within the area of its jurisdiction in Broward County, Florida; and

WHEREAS, the final budget for fiscal year 2013/2014 as prepared by the District's Director, a copy of which is attached hereto as Exhibit "A" was approved and adopted by the District Board of Commissioners by District Resolution 2013-11 on September 26, 2013; and

WHEREAS, the District Director has prepared an amended budget for the District's 2013/2014 fiscal year, a copy of which is attached hereto as Exhibit "B" and which has been submitted to the District Board of Commissioners for approval; and

WHEREAS, a public meeting was held at the offices of the South Broward Drainage District, located at 6591 S.W. 160th Avenue, Southwest Ranches, Florida 33331 at 8:00 A.M. on Thursday, August 28, 2014, for the purpose of approving the amended budget for the fiscal year 2013/2014;

NOW, THEREFORE, be it resolved by the Board of Commissioners of the South Broward Drainage District in meeting assembled, that:

1. The foregoing statements are incorporated herein by reference as if fully stated herein.
2. The District's amended budget for fiscal year 2013/2014, a copy of which is attached hereto as Exhibit "B" is approved and adopted and shall become effective at the beginning of the 2013/2014 fiscal year, to wit: October 1, 2013 and the District's funds may be expended commencing October 1, 2013 and ending September 30, 2014.
3. The proposed expenditures in the amended budget are \$ 3,563,965.

4. Funds of the District's 2013/2014 amended budget not expended during the current fiscal year 2013/2014 may be used and expended during subsequent fiscal years.

5. If any one or more of the covenants, agreements or provisions of this Resolution or the Exhibits attached hereto shall be held contrary to any express provision of law or contrary to the policy of express law, though not expressly prohibited, or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be separate from the remaining covenants, agreements or provisions and shall in no way affect the validity of all other provisions of this Resolution or the Exhibits attached hereto.

WHEREAS, this resolution shall take effect immediately upon its adoption.

IN WITNESS WHEREOF, the Chairperson of the Board of Commissioners of the District has hereunto set his hand and the Secretary of the Board of Commissioners of the District has caused to be set its seal.

ADOPTED and DATED the _____ day of August, 2014.

SOUTH BROWARD DRAINAGE DISTRICT

(SEAL)

By: _____
Scott Hodges, Chairperson

Attest:

Robert E. Goggin, IV, Secretary

STATE OF FLORIDA)
)§
COUNTY OF BROWARD)

The foregoing Resolution N° 2014-07 was acknowledged before me this _____ day of August, 2014, by SCOTT HODGES and ROBERT E. GOGGIN, IV, as Chairperson and Secretary, respectively of the SOUTH BROWARD DRAINAGE DISTRICT, a political subdivision of the State of Florida, on behalf of SOUTH BROWARD DRAINAGE DISTRICT. They are personally known to me.

WITNESS my hand and official seal in the county and state last aforesaid this _____ day of August, 2014.

Notary Public - State of Florida at Large

[NOTARY SEAL OR STAMP]

SOUTH BROWARD DRAINAGE DISTRICT
ADOPTED BUDGET
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014

	TOTALS
I. SALARIES/WAGES:	
1501. ADMINISTRATIVE/OFFICE	\$315,562
1503. BOARD OF COMMISSIONERS	\$37,800
1505. FIELD OPERATIONS	\$471,711
1506. ENGINEERING/INSPECTIONS/PERMITTING	\$235,396
1507. PAYROLL TAXES/FICA	\$85,000
1509. PENSION/FRS	\$88,603
1513. OTHER	\$65,000
TOTAL	\$1,299,072
II. PROFESSIONAL FEES:	
1520. ACCOUNTING/AUDIT FEES	\$24,500
1535. ENGR.FEES/SPECIAL PROJECTS/CONSULTING	\$25,000
1540. LEGAL FEES	\$70,000
1543. LEGAL FEES/SPECIAL PROJECTS	\$50,000
1544. OTHER	\$1,000
TOTAL	\$170,500
III. INSURANCE:	
1550. COMMERCIAL PROPERTY PACKAGE	\$39,500
1555. GENERAL/EXCESS LIABILITY	\$42,700
1560. GROUP HEALTH/LIFE/DENTAL	\$370,000
1570. WORKERS COMPENSATION	\$26,500
TOTAL	\$478,700
IV. OFFICE AND ADMINISTRATION:	
1575. ADVERTISING	\$8,500
1585. COMPUTER SUPPLIES/UPGRADES	\$10,000
1590. DUES/SUBSCRIPTIONS	\$5,400
1600. FPL/ELECTRIC	\$13,000
1603. GAS (LP)/AUXILIARY SERVICE	\$5,000
1605. JANITORIAL SERVICE	\$2,000
1610. LICENSES, FEES & EMS SERVICE	\$900
1615. MAINTENANCE CONTRACTS	\$6,000
1620. MISCELLANEOUS/UNIFORMS	\$2,500
1625. OFFICE SUPPLIES/POSTAGE	\$4,500
1630. PAYROLL SERVICE	\$3,200
1635. PRINTING/STATIONERY/DISPLAYS	\$1,800
1640. PUBLIC RECORDS	\$5,000
1645. TELEPHONES/MISCELLANEOUS COMMUNICATIONS	\$14,000
1650. WATER/SEWER	\$2,000
TOTAL	\$83,800

EXHIBIT "A" TO SOUTH BROWARD DRAINAGE DISTRICT RESOLUTION N^o. 2014-07

SOUTH BROWARD DRAINAGE DISTRICT
ADOPTED BUDGET
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014

	TOTALS
V. REPAIRS AND MAINTENANCE:	
1655. BUILDINGS/GROUNDS	\$35,000
1660. EQUIPMENT RENTAL/OUTSIDE SERVICE	\$5,000
1665. EQUIPMENT/VEHICLES/BOATS	\$24,000
1670. FUEL/OIL - PUMP STATIONS	\$65,000
1675. FUEL/OIL - VEHICLES/EQUIPMENT	\$45,000
1677. SPILL CONTAINMENT MATERIALS	\$5,000
1680. JANITORIAL SUPPLIES	\$1,000
1683. HURRICANE PREPAREDNESS SUPPLIES	\$1,500
1685. LANDSCAPING/MOWING/CLEARING	\$32,000
1690. PHOTOGRAPHY/SUPPLIES	\$350
1695. PUMP STATIONS & CONTROL STRUCTURES	\$70,000
1700. SAFETY/SCUBA/INSPECTION EQUIPMENT	\$2,500
1705. SANITATION/EXTERMINATION	\$6,000
1710. SMALL TOOLS/SHOP SUPPLIES	\$9,000
1715. WATER RECORDERS/ELEVATION GAUGES/TELEMETRY	\$8,000
TOTAL	\$309,350
VI. FACILITIES REPAIR/ REPLACEMENT/ UPGRADES:	
1720. CANAL CLEANING/SWALE RENOVATIONS/CLEANING	\$30,000
1725. CULVERT INSPECTIONS AND CLEANING	\$50,000
1730. CULVERT REPAIRS	\$40,000
1735. ENDWALL REPAIR	\$5,000
1740. EROSION CONTROL	\$45,000
1745. GATES/BARRIERS/FENCES/SIGNS	\$5,000
1747. OUTFALL STRUCTURES/WEIRS	\$2,000
1750. TRASH RACKS/PILING/TANKS/PAINTING	\$10,000
1755. TREE REMOVAL	\$30,000
TOTAL	\$217,000
VII. AQUATIC PLANT MGMT/WATER ANALYSIS :	
1765. HERBICIDES	\$380,000
1770. TRIPLOID CARP/FISH GUARDS/MAINTENANCE	\$30,000
1775. WATER TESTING	\$8,000
TOTAL	\$418,000
VIII. 1780. MEETINGS, SEMINARS, TOLLS, TRAVEL, EDUCATION & EMPLOYEE DEVELOPMENT	\$12,000
IX. 1781. BASIN 3 DRAINAGE IMPROVEMENTS	\$354,659

SOUTH BROWARD DRAINAGE DISTRICT
ADOPTED BUDGET
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014

	TOTALS
X. 1785. EQUIPMENT PURCHASES, REPLACEMENTS & UPGRADES	\$40,000
XI. BROWARD COUNTY COLLECTION FEES (2%)	\$60,848
XII. DISCOUNTS (EARLY TAX PAYMENTS):	\$110,036
XIII. 1787. CONTINGENCY	\$10,000
TOTAL BUDGET FUND	\$3,563,965
DISTRICT REVENUE/INCOME	TOTALS
I. MAINTENANCE OPERATIONS/REVENUES (2013/2014 PROPERTY ASSESSMENT)	\$3,042,382
II. PERMIT FEES	\$25,000
III. 5 YR RECERTIFICATION PROGRAM	\$25,000
IV. RESIDENTIAL & LOS PERMIT FEES	\$15,000
V. APPROPRIATION OF FUND BALANCE	\$443,583
VI. INTEREST	\$12,000
VII. MISCELLANEOUS INCOME	\$1,000
TOTAL ESTIMATED REVENUES	\$3,563,965

SOUTH BROWARD DRAINAGE DISTRICT
 AMENDED BUDGET
 FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014

	TOTALS
I. SALARIES/WAGES:	
1501. ADMINISTRATIVE/OFFICE	\$315,562
1503. BOARD OF COMMISSIONERS	\$37,800
1505. FIELD OPERATIONS	\$471,711
1506. ENGINEERING/INSPECTIONS/PERMITTING	\$235,396
1507. PAYROLL TAXES/FICA	\$85,000
1509. PENSION/FRS	\$89,603
1513. OTHER	\$64,000
TOTAL	\$1,299,072
II. PROFESSIONAL FEES:	
1520. ACCOUNTING/AUDIT FEES	\$24,500
1535. ENGR.FEES/SPECIAL PROJECTS/CONSULTING	\$20,000
1540. LEGAL FEES	\$70,000
1543. LEGAL FEES/SPECIAL PROJECTS	\$50,000
1544. OTHER	\$1,000
TOTAL	\$165,500
III. INSURANCE:	
1550. COMMERCIAL PROPERTY PACKAGE	\$39,500
1555. GENERAL/EXCESS LIABILITY	\$42,700
1560. GROUP HEALTH/LIFE/DENTAL	\$370,000
1570. WORKERS COMPENSATION	\$26,500
TOTAL	\$478,700
IV. OFFICE AND ADMINISTRATION:	
1575. ADVERTISING	\$8,500
1585. COMPUTER SUPPLIES/UPGRADES	\$11,000
1590. DUES/SUBSCRIPTIONS	\$5,400
1600. FPL/ELECTRIC	\$13,000
1603. GAS (LP)/AUXILIARY SERVICE	\$5,000
1605. JANITORIAL SERVICE	\$2,000
1610. LICENSES, FEES & EMS SERVICE	\$900
1615. MAINTENANCE CONTRACTS	\$6,000
1620. MISCELLANEOUS/UNIFORMS	\$2,500
1625. OFFICE SUPPLIES/POSTAGE	\$4,500
1630. PAYROLL SERVICE	\$3,500
1635. PRINTING/STATIONERY/DISPLAYS	\$1,800
1640. PUBLIC RECORDS	\$5,000
1645. TELEPHONES/MISCELLANEOUS COMMUNICATIONS	\$14,000
1650. WATER/SEWER	\$2,000
TOTAL	\$85,100

EXHIBIT "B" TO SOUTH BROWARD DRAINAGE DISTRICT RESOLUTION N^o. 2014-07

SOUTH BROWARD DRAINAGE DISTRICT
 AMENDED BUDGET
 FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014

	TOTALS
V. REPAIRS AND MAINTENANCE:	
1655. BUILDINGS/GROUNDS	\$35,000
1660. EQUIPMENT RENTAL/OUTSIDE SERVICE	\$5,000
1665. EQUIPMENT/VEHICLES/BOATS	\$28,000
1670. FUEL/OIL - PUMP STATIONS	\$65,000
1675. FUEL/OIL - VEHICLES/EQUIPMENT	\$46,500
1677. SPILL CONTAINMENT MATERIALS	\$5,000
1680. JANITORIAL SUPPLIES	\$1,000
1683. HURRICANE PREPAREDNESS SUPPLIES	\$1,500
1685. LANDSCAPING/MOWING/CLEARING	\$32,000
1690. PHOTOGRAPHY/SUPPLIES	\$350
1695. PUMP STATIONS & CONTROL STRUCTURES	\$70,000
1700. SAFETY/SCUBA/INSPECTION EQUIPMENT	\$3,000
1705. SANITATION/EXTERMINATION	\$6,000
1710. SMALL TOOLS/SHOP SUPPLIES	\$9,000
1715. WATER RECORDERS/ELEVATION GAUGES/TELEMETRY	\$8,000
TOTAL	\$315,350
VI. FACILITIES REPAIR/ REPLACEMENT/ UPGRADES:	
1720. CANAL CLEANING/SWALE RENOVATIONS/CLEANING	\$30,000
1725. CULVERT INSPECTIONS AND CLEANING	\$50,000
1730. CULVERT REPAIRS	\$40,000
1735. ENDWALL REPAIR	\$5,000
1740. EROSION CONTROL	\$45,000
1745. GATES/BARRIERS/FENCES/SIGNS	\$6,000
1747. OUTFALL STRUCTURES/WEIRS	\$2,000
1750. TRASH RACKS/PILING/TANKS/PAINTING	\$10,000
1755. TREE REMOVAL	\$35,000
TOTAL	\$223,000
VII. AQUATIC PLANT MGMT/WATER ANALYSIS :	
1765. HERBICIDES	\$371,700
1770. TRIPLOID CARP/FISH GUARDS/MAINTENANCE	\$30,000
1775. WATER TESTING	\$8,000
TOTAL	\$409,700
VIII. 1780. MEETINGS, SEMINARS, TOLLS, TRAVEL, EDUCATION & EMPLOYEE DEVELOPMENT	\$12,000
IX. 1781. BASIN 3 DRAINAGE IMPROVEMENTS	\$354,659

SOUTH BROWARD DRAINAGE DISTRICT
 AMENDED BUDGET
 FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014

	TOTALS
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