

MINUTES

*Tindall Hammock Irrigation and
Soil Conservation District*

Board of Supervisors Meeting
Wednesday, May 17th, 2017 at 4:30 p.m.
3941 SW 47th Avenue, Davie, FL

DRAFT

Call to order:

H. Collins Forman, Jr. called the Meeting of the Board of Supervisors of the Tindall Hammock Irrigation and Soil Conservation District to order at 4:31 p.m. The meeting notice had been duly posted.

Roll Call:

The District Clerk called the roll. A quorum was present.

Supervisors:

Present:

H. Collins Forman, Jr., Eric Forman

Also Present:

Douglas R. Bell, Esquire, Patricia Mahaney (*Everhart Management Group*), Pat Gibney, P.E. (*Craven Thompson & Associates*), Jay Ameno, P.E. (*GAI*), and Bob Salerno (*Fern Crest*), Austin Forman (*landowner*)

Report from the District Manager

Mrs. Mahaney reported that the 2015/2016 Audited Financial Statement will be presented for approval at the next scheduled meeting in June. Mrs. Mahaney reported that the statement is in draft form pending auditor approval at this time.

Mrs. Mahaney presented the interim financial statement for the period March 2017 for review and approval. Mrs. Mahaney reported that for the second quarter several comparative reports have been provided for the Board's review including actual to budget comparisons and current year to prior year comparisons. Mr. Salerno was asked to review the sludge removal expense. Mrs. Mahaney reported that in preparation of the draft 2017/2018 budget she will be reviewing all of the accounts in detail with Mr. Salerno. Mrs. Mahaney reported that the ad valorem tax revenues are under budget by approximately \$30,000 and she expects those to be remitted after the June tax deed sale if not before.

The Chair entertained a motion to approved the interim financial statement for March 2017.

Motion #1:

Eric Forman made a motion to approve the March 2017 interim financial statement. The Chair Collins Forman seconded the motion. The motion carried.

Mrs. Mahaney distributed information pertaining to the 2017/2018 budget assumptions including the current year capital budgets for both the District and the utility as reference. Mrs. Mahaney advised the Board that she has prepared a draft budget based on the first two quarters actual performance using simple pro rations. Mrs. Mahaney highlighted that estimates for the ad valorem tax revenues using a 2% increase in taxable values and assuming the millage rate either stays the same or decreases by .5 mils. Mrs. Mahaney discussed with the Board the various assumptions used in her

modeling to determine both the current year projected fund balances and a draft of the 2017/2018 capital and operating budgets. Mrs. Mahaney recommended that for the June draft the current millage rate is used.

The Chair stopped discussion on the budget momentarily and asked Mr. Gibney about the status of the plans for the bypass culverts and the telemetry. Mr. Gibney reported that the plans were nearly complete and he planned on meeting with South Florida Water Management District within the next week. The Chair asked Mr. Gibney to expedite the work necessary for the culverts before a big rain event occurs. Mr. Gibney reported that the mule pasture culverts were the ones needing attention immediately.

Mrs. Mahaney requested that the Board provide guidance on the assumptions for the salary budget for the upcoming year. Mrs. Mahaney reminded the Board of the discussion in the prior year regarding a three-year plan to bring the salary rates up and be more competitive with other comparable utilities. Mr. Salerno reported that the rates are still slightly under market but the more pressing issue is a 3% annual merit or cost-of-living (COLA) increase which is routinely given by other utilities. Mr. Salerno commented that in the absence of that the rates would continue to fall behind. Mr. Salerno also commented that other utilities have a standard progressive pay scale that uses a maximum pay rate after a certain number of years. Mrs. Mahaney suggested that Mr. Salerno request those as they are public information and use them to compare the District rates. Mrs. Mahaney reported that the rate of increase to date totals 11% over a three year period.

Mrs. Mahaney also advised the Board that there will be additional service revenues related to the new apartments and she will work with Mr. Salerno to factor the additional revenue into the June draft. Additionally, Mrs. Mahaney advised that she has not factored any impact fees into the draft budget. She added that she has adjusted the current year ending cash balances to reflect the delay in the Phase II spending and has shifted those costs to 2017/2018. The Chair asked that Mrs. Mahaney meet with him to review the draft budget in greater detail prior to June 2nd. Mrs. Mahaney requested that the Board confirm the use of a 3% increase for salaries for the budget. Both the Chair and Eric Forman agreed with the assumption.

Mrs. Mahaney reported that Mr. Bell had distributed a draft memorandum on the 1997 17' Boston Whaler property declared as surplus. Mr. Bell also distributed a draft memorandum to employees and staff regarding the property which provided the instructions for any employee or staff who may be interested in submitting a bid for the property and the acceptance of offer letter to be used by interested employees. Mrs. Mahaney requested that two changes be made. Mrs. Mahaney requested that the boat trailer be added to the memorandum and the price be increased from \$2,500 to \$2,700 in the documents. Mrs. Mahaney also requested that the location to view the property be changed to simply contact the District Manager on her cell phone (954-465-7693) or by email at pmahaney@everhartmgtgroup.com and Mrs. Mahaney will arrange for the property to be brought to the office for viewing by the interested party(ies).

The Chair entertained a motion to approve the memoranda on property declared as surplus as amended.

Motion #2:

Eric Forman made a motion to approved the memoranda on property declared as surplus as amended. Chair Collins Forman seconded the motion. The motion carried.

Discussion on the Utility Plant Capital Improvement Plan

Mr. Ameno reported that the as-built documents have been submitted to Broward County and Broward County Health Department (BCHD). Mr. Ameno reported that the permits will be closed however BCHD has requested a \$250 permit closure fee.

Mr. Ameno reported that he had tried to locate some comparable gensets in an attempt to determine current value. Mr. Ameno distributed informational material on this topic. Mr. Ameno reported that they had not determined the exact age of the generator but estimated it to be in the 1986-1987 range. Mr. Ameno reported that one of the major factors in determining the value appears to be the number of hours on the unit. Mr. Salerno reported that the entire control panel, including the hour meter, was replaced a few years ago and as a result it the current meter only reflects approximately 200 hours. Mr. Salerno reported that the actual hours are most likely ten times that number but he is attempting to quantify the hour by contacting the maintenance service and review their past service logs to obtain a more accurate amount. The Chair asked Mr. Ameno what price he could estimate and Mr. Ameno referred to the information he had distributed which set a price range from \$7,000 to \$14,000. Mr. Ameno reported that given the condition of the unit he did not believe it would be in the \$14,000 range. Mr. Ameno reported that he had contacted American Generators in Miami and asked that they inspect the unit and give an offer. Mr. Salerno reported that they had contacted him and will be setting up a time to inspect the unit. Mr. Ameno reported that there are at least two vendors who specialize in used generators and he would like to obtain at least two offers for the unit. Mrs. Mahaney reported that the unit would need to be declared as surplus and depending on the offers received and the estimated value, she could determine the process to be used pursuant to the policy. Mr. Salerno reported that the unit has a 100-gallon "belly" tank on it. Mr. Salerno reported that when operating at full capacity it consumes approximately seven gallons per hour. Mrs. Mahaney reported that the current policy for disposal differentiates the method required for disposal depending on whether the estimated value is greater or less than \$5,000.

Mr. Ameno reported, as in the prior meeting, that the FDEP response to their Request for Information (RFI) was sent out on February 22nd. The FDEP has responded with additional comments on the District's response and Mr. Ameno and Mr. Salerno are currently working on a response package to address procedures of operation and monitoring including the automatic switch back from one pond to the other and the chlorine residual sampler. On the first item, the FDEP responded with a preference that the switch back be performed manually which Mr. Salerno is in agreement with and would prefer as well. Mr. Ameno reported that a minor modification by the addition of a feed pump needs to be made to the chlorine residual sampler to provide for a constant source of water to the sampler.

Mr. Ameno reported, as in the prior meeting, that with respect to Phase II of the Capital Improvements Plan, the contract front end documents have had legal review and the specification documents for the mechanical improvements have been forwarded to Mr. Salerno and Mr. Bell for review. Mr. Ameno reported that the Phase II drawings had an on-site review and the changes recommended by Mr. Salerno are now being incorporated.

As discussed at the prior meeting, Mr. Ameno reported that the raw water well #3 is the first step in the Phase II improvements. Mr. Ameno reported that in response to the recommendation made at the previous meeting to obtain pricing prior to this meeting, he had solicited and obtained bids from three vendors. Mr. Ameno reported that Southeast Drilling Services, Inc. responded in writing at \$249,650, Youngquist Brothers, Inc. responded by phone at \$215,000, and Florida Design Drilling, Inc. responded in writing at \$189,500. Mr. Ameno reported that All Webb's Enterprises, Inc. did not respond with a price. The Chair asked Mr. Ameno to obtain a written response from Youngquist Brothers, Inc. Mr. Ameno reported that he has previously worked with Florida Design Drilling, Inc. on several projects. Mr. Ameno stated that both Southeast Drilling Services, Inc. and Youngquist Brothers Inc. were both very busy at this time. Based on the pricing, he felt that Southeast Drilling

Services did not want the job and he reported that Youngquist was currently drilling four wells in Miramar. Mr. Ameno reported that Miami-Dade is in the process of putting in fifty deep-injection wells and he feels that the District is being impacted by the volume of work in Miami-Dade. Mr. Ameno recommended Florida Design Drilling Inc. The Chair asked Mr. Bell based on the amount if the work required a formal bid process. Mr. Bell reported that the bid threshold was \$150,000. Mr. Ameno reported that bid packages had been produced and provided to the vendors and their responses pertained to the bid documents. Mr. Bell asked Mr. Ameno to forward the bid package to him for his review. Assuming that Youngquist will provide a response in writing and assuming that the process would be considered a formal bid process, the Chair entertained a motion to accept the bid from Florida Design Drilling Inc.

Motion #3:

Eric Forman made a motion to accept the bid from Florida Design Drilling Inc. with the stated conditions. The Chair H. Collins Forman Jr. seconded the motion. The Chair commented that the action is being taken to move the process forward but it will depend on the outcome of Mr. Bell's review to determine if we move forward with Florida Design Drilling Inc. based on the notice, documents and responses received. Mr. Bell discussed the statutory requirements. Mrs. Mahaney suggested that the bid be noticed, the bid packages be sent out to interested vendors, and require responses in a two week period. Mr. Ameno and Mr. Bell concurred. Subsequent to the discussion, the Chair requested that the motion be withdrawn. Eric Forman withdrew the motion to accept the bid from Florida Design Drilling Inc. with the stated conditions. The Chair requested that Mr. Ameno take the necessary steps to ensure that action could be taken on this item at the June meeting of the Board. Mr. Bell advised the Board that he will review the statutory requirements again and coordinate with Mr. Ameno to complete the task prior to the June meeting. Mrs. Mahaney advised the Board that there are thirty-five days until the next meeting.

Mr. Ameno requested that Mrs. Mahaney arrange for two checks for the Permit Application fees. He requested one check for the water plant for \$7307.50 and one check for \$200 for well location inspection with both checks payable to Florida Department of Health in Broward County.

Mr. Ameno reported that the second step in the Phase II plan is to bid the plant work (both water and wastewater) once the permits are obtained. Mr. Ameno reported that the pre-application work for the wastewater improvements is complete and a meeting with FDEP will be set up prior to the next meeting to review the both the Phase II application and the Request for Information (RFI) response for Phase I.

Request by Town of Davie for transfer of Oakes Road Drainage Easement property to Town of Davie

Mr. Gibney reported that there has been no change since his report from the previous meeting. Mr. Gibney reported that he had contacted them to clarify some of the issues raised at the prior meeting and he is still waiting on representatives from the Town of Davie to respond to his message.

Agreements from GS Davie II Project Owner, LLC (Elan Maison) to THISCD

Mr. Bell reported that all the language issues have been resolved for the easements and bill of sale. Mr. Bell distributed the Utility Easement and Ingress/Egress Easement with GS Davie II Project Owner, LLC (Elan Maison). Mr. Bell reported that the easements would be recorded after approval. The Chair entertained a motion to approve and accept the Utility Easement No. 1 granted by GS Davie II Project Owner, LLC (Elan Maison) to the District.

Motion #4:

Eric Forman asked if the easements had been discussed with the previous landowner. The Chair requested that Mr. Bell forward the easements to the previous landowner for review and comment. Eric Forman made a motion to approve and accept the Utility Easement No. 1 granted by GS Davie II Project Owner, LLC (Elan Maison) to the District subject to the approval of the prior landowner. The Chair H. Collins Forman Jr. seconded the motion. The motion carried.

The Chair asked Mr. Bell if the agreements were standard agreements. Mr. Bell responded that they were substantially standard in form with minor revisions to some of the access language. The Chair entertained a motion to approve and accept the Ingress/Egress Easement granted by GS Davie II Project Owner, LLC (Elan Maison) to the District subject to the approval of the prior landowner.

Motion #5:

Eric Forman made a motion to approve and accept the Ingress/Egress Easement granted by GS Davie II Project Owner, LLC (Elan Maison) to the District subject to the approval of the prior landowner. The Chair H. Collins Forman Jr. seconded the motion. The motion carried.

Mr. Bell reported that he had not yet received the cost/value amounts to complete the bill of sale. Mr. Bell asked Mr. Ameno if he had received them to which Mr. Ameno responded that he had not. Mr. Ameno reported that he was not certain that the developer had paid the engineering fees at this time. The Chair entertained a motion to approve and accept the Absolute Bill of Sale from GS Davie II Project Owner, LLC (Elan Maison) to the District subject to confirmation that all required fees have been paid.

Motion #6:

Eric Forman made a motion to approve and accept the Absolute Bill of Sale from GS Davie II Project Owner, LLC (Elan Maison) to the District subject to confirmation that all required fees have been paid. The Chair H. Collins Forman Jr. seconded the motion. The motion carried.

Discussion on status of development projects:

IDI [Davie Business Center] Development – Building B

Mr. Bell reported that he has no update since the previous meeting. The Chair asked if there was a “round-about” being put in. Mr. Gibney responded that this was being done at the Elan Maison site. In addition, Mr. Gibney reported that a WaWa is being built on the corner by the Elan Maison site where the Shoney’s restaurant was located.

IDI [Davie Business Center] Phase II Development

Mr. Bell reported that there is no update from the prior meeting on this project.

HWW Davie LLC (Waterwalk)

Mr. Bell reported that he has no update from the prior meeting on this project.

Elan Maison (GS Davie II (Greystar))

Mr. Bell reported that Elan Maison was addressed with agenda item #7. Mrs. Mahaney asked whether this item should be removed from future agendas. Mr. Bell responded that it should remain until all matters are cleared.

Flagler Construction

Mr. Bell reported that he had obtained some information on the project and has asked Mr. Ameno to confirm the information as to what has been approved and done. Mr. Salerno reported that the owner is responding to requests and inquiries.

Reports:

Update on DOT Condemnation

Mr. Bell reported that there have been no new developments on this other than some discovery motions out from DOT to the sign company.

Update on Additions and Amendments to District's Permit Criteria Manual

Mr. Bell reported no change from the prior meeting.

Status of 5-year recertification program

Mr. Gibney reported that there were zero 5-year re-certifications completed since the last meeting.

Update on District's Utility Water and Wastewater Facilities Report

Mr. Bell reported no change from the prior meeting.

Update on Legislative Activities

Mr. Bell reported that this has been an uneventful year as far as special districts are concerned.

Old Business

There was no old business brought before the Board.

New Business

There was no new business brought before the Board.

Next meeting

The Chair reported that the next regular monthly meeting of the Board of Supervisors is tentatively scheduled for 4:30 p.m. on Wednesday, June 21st, 2017 at 3941 SW 47 Avenue, Davie, FL 33314.

Adjournment

There being no further business, the Chair adjourned the meeting at 5:36 p.m.