



**MINUTES OF A REGULAR MEETING OF
THE BOARD OF SUPERVISORS OF
LAKE WORTH DRAINAGE DISTRICT
HELD AT THE DELRAY BEACH OFFICE ON
OCTOBER 14, 2015 AT 8:30 A.M.**

Board Members Present:

Harry Raucher
John I. Whitworth, III

James M. Alderman
Jeffrey P. Phipps, Sr.

1. Call to Order

President Raucher called the meeting to order at 8:30 A.M.

2. Pledge of Allegiance

Mr. Phipps led the Pledge of Allegiance.

3. Appointment of Board Supervisor for Sub-District 2

President Raucher requested nominations from Board members to fill the vacant Supervisor seat in Sub-District 2.

Mr. Whitworth nominated Stephen Bedner. There were no other nominations.

A motion was made by Vice President Whitworth to nominate Stephen Bedner, seconded by Vice President Alderman and approved unanimously.

Mr. Perry issued the oath of office to Mr. Bedner.

Oath of Appointed Board of Supervisor

Stephen Bedner, having been duly appointed to the Board of Supervisors at the monthly Board of Supervisors meeting held on October 14, 2015, for a period of three months in accordance with the legislative act, Chapter 98-525, Laws of Florida 1998, took the oath of office in the form and manner required by law, after which he took his seat as the newly appointed Supervisor of the Board of Supervisor of the Lake Worth Drainage District from Sub-District 2.

OATH OF STEPHEN BEDNER

State of Florida
County of Palm Beach

Before me, the undersigned, a Notary Public, personally appeared Stephen Bedner, who being duly sworn, did depose and say: That he will honestly, faithfully and impartially perform the duties devolved upon him in the office of Supervisor of the Lake Worth Drainage District, to which office he has been duly appointed, and that he will not neglect any of the duties imposed upon him by the laws of the State of Florida.

The foregoing instrument was acknowledged before me this the 14 day of October 2015, by Stephen Bedner, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

My Commission Expires: _____
Notary Public State of Florida

A motion was made by Vice President Alderman to nominate John I. Whitworth, III as Senior Vice President, seconded by Supervisor Phipps and approved unanimously.

A motion was made by Senior Vice President Whitworth to nominate James M. Alderman as Vice President, seconded by Supervisor Phipps and approved unanimously.

4. LWDD Centennial Moment (10th Installment): 1995-2005 - Rosemary Rayman, Outreach & Records Manager

Ms. Rayman introduced the tenth video in a twelve-part series of LWDD Centennial Moments from 1995-2005.

5. Employee of the Quarter Presentation - Tim Smith, Heavy Equipment Crew Leader
• **Margaret Illsley, Geospatial Technician**

Committee Member Nicole Smith announced Margaret Illsley as the Employee of the Quarter. Ms. Illsley was recognized for her hard work, dedication and positive attitude. The Board thanked Ms. Illsley for her service to the District.

6. Agenda Revisions - Robert M. Brown, Executive Director

There were no agenda revisions.

7. Abstentions by Board Members from items on the Agenda

There were no abstentions by the Board members.

8. General Public Comment

There were no general public comments.

CONSENT

9. **Board comment or request to pull items from consent agenda**
10. **Approval of minutes, check register and financial statement for the previous month**
11. **Approval of permit modification to authorize installation of a 20-inch reclaimed water main for approximately 520 linear feet located 10 feet north of existing damaged water main. Location: L-42 Canal, north side of Yamato Road at Military Trail (LWDD Project No. 15-8299U.11) - Joseph Walsh, Right-of-Way Permitting Section Leader**
12. **Board Vote on Consent Agenda**

A motion was made by Senior Vice President Whitworth to approve the Consent Agenda, seconded by Supervisor Phipps and approved unanimously.

DISCUSSION

13. **Approval to award bid for Radial Gates for Control Structure No. 11 to lowest responsive and responsible bidder (RFB No. 11-8308L.11) - Anthony LasCasas, Assistant Director, Facilities & Maintenance**

Mr. LasCasas stated he received two bids in response to the Request for Bids for Radial Gates for Control Structure No. 11. Both bid proposals included three radial gates, shipping and field support. D & J Machinery, Inc. bid in the amount of \$140,400 and Solo Construction & Engineering Company bid in the amount of \$167,500. Staff recommended approval to award the bid for purchase of the radial gates to the lowest responsive and responsible bidder, D & J Machinery, Inc. for \$140,400.

Mr. LasCasas reminded the board that D & J Machinery, Inc. was also awarded the contract for replacement of radial gates at Control Structure No. 12 and expected the gates to be delivered and installed before the end of the year.

A motion was made by Supervisor Bedner to approve the recommendation, seconded by Vice President Alderman and approved unanimously.

WORKSHOP

14. **Overview of District GIS Efforts (LWDD Project No. 13-8649L.03) - Juan Tobar, IT Manager**

Mr. Tobar presented an overview of the District's Geographic Information Systems (GIS) efforts, which allows District staff to map and view spatial data.

The District is currently working on three data collection projects including right-of-way conveyance polygons, permit polygons and HOA/POA facilities. The right-of-way conveyance polygons include chancery, quit claim deeds, warranty deeds,

agreements and other legal transfers. The information is used to research chancery case and development reviews. Mr. Tobar indicated that the District had entered into a contract with Panda to capture these right-of-way conveyances. The original project was completed in June 2013 and captured 15,000 polygons. The contract was extended to capture an additional 12,500 polygons; that portion of the project is 50% complete with an expected completion date of December 2017. Mr. Tobar illustrated the efficiencies of using GIS for reviews and explained that prior to the Panda contract it took staff an average of 100 minutes to research and review chancery map books, right-of-way maps, quit claim deeds, easement deeds, microfiche and Redi maps. Today, staff spends on average of 5 minutes to research the above information using GIS. The District conducts approximately 3,000 reviews per year.

Mr. Tobar further explained that the District is capturing permit polygons to record more than 8,300 right-of-way permits and 5,900 drainage permits. Staff has completed 19% of right-of-way permits and 42% of drainage permits. Staff has also captured approximately 20% of the 11,000 HOA/POA facilities including gates, outfall structures and weirs.

Mr. Tobar stated that all GIS data captured is currently being used in enterprise applications such as Google Earth. The GIS data can also be used with Accela permitting software which the District plans to implement in the near future. Mr. Tobar stated that the District is making significant progress in capturing historic and current GIS data. Capturing GIS data is a continual and valuable effort that has resulted in workflow efficiencies and enhanced decision making and improved communication.

Sr. Vice President Whitworth indicated that the District should take precautions to secure the agencies historical records.

Vice President Alderman inquired if the District has an off-site storage facility.

Ms. Walker replied that the District stores all records on-site. However, there has been discussion of constructing a hardened office building addition that would include storage for our historical documents.

Mr. Strowd shared that electronic records provided an additional layer of security in case of damage to paper documents.

Vice President Alderman thanked Mr. Tobar and Mr. Fandrey for their efforts and indicated that the District is beginning to realize results and efficiencies.

15. Approval of contract with Redmark to provide implementation services for Accela software (RFP No. 15-9677L.01) - Reagan Walker, Director of Administrative Services

Ms. Walker stated that staff is recommending approval to enter into a contract with Redmark Technologies, Inc. for professional services to implement Accela. She explained the District's current database provided limited functionality to store and manage the District's permit data. Accela will assist staff in realizing efficiencies through reduced paper, postage, data entry, filing, searching and storage of permit records. More importantly, electronic review and routing of

permit applications and land ownership review requests will facilitate faster processing and help identify the status of applications and timeframes for issuance. Accela will also integrate the District's GIS data, provide mobile access for field inspectors, create standardized business reports and enhance public online access to view, search, apply and pay for permit applications.

Ms. Walker shared a list of other local governmental entities that use Accela. She explained that Accela is a cloud service which will eliminate the need for additional server storage and will be accessible from any remote location. She also shared that software enhancements are immediately deployed and made available to the District.

Ms. Walker stated that there is an annual subscription cost for Accela services which is based on the number of users. The District estimates approximately 17 users for an initial annual subscription fee of \$32,000. The subscription is renewable on an annual basis at the District's discretion.

Ms. Walker indicated that Redmark Technologies will provide technical services and assistance to implement Accela including migrating legacy permit data, evaluating current processes, configuring the Accela software, integrating GIS functionality, configuring mobile access for field staff, configuring the online payment module, creating standardized templates for business reports, providing staff training, and configuring online web-based access for customers.

Ms. Walker stated it will be a six-month project to implement Accela and that there is a one-time fee for implementation services not to exceed \$67,000. Staff recommended approval to enter into a contract with Redmark Technologies, Inc. for professional services to implement Accela software in an amount not to exceed \$67,000.

A motion was made by Vice President Alderman to approve the recommendation, seconded by Supervisor Phipps and approved unanimously.

16. Overview of 2016 Legislative Session – Robert M. Brown, Executive Director

Mr. Brown introduced the District's legislative consultant, Christopher Coker. Mr. Coker introduced himself and shared an overview of the 2015 legislative session. He discussed a number of key bills of interest to the District that were left on the floor when session abruptly ended including:

- HB 7003/SB 918 (Caldwell/Dean) – "Water Bill"
- SB 1388/HB1155 (Stargel/Gaetz) – Special Districts
- SB 224/HB 1161 (Simpson, Hayes & Latvala/Beshears) – Public Records

Mr. Brown provided an overview of the proposed "Water Bill" and discussed key provisions of interest to the District including implementation of best management practices which is expected to shift to the Department of Agriculture and Consumer Services.

Mr. Coker provided a schedule for the 2016 legislative session and stated he expected many of the bills that died to be filed again.

Mr. Brown shared that he would be attending the Palm Beach County Legislative Delegation meeting on October 15, 2015 to present the District's proposed local bill regarding annexation of areas that have historically received services without assessment.

17. Executive Director's Annual Performance Evaluation - Harry Raucher, President

The Board members shared their approval of Mr. Brown's performance. Vice President Alderman stated that Mr. Brown has done an exceptional job, in particular with facilities and personnel, and reiterated that the District's priority is flood control and the safety of Palm Beach County residents. Senior Vice President Whitworth indicated that he has seen vast improvements under Mr. Brown's leadership and commended him for the significant progress made over the last year. Supervisor Phipps shared that he is impressed that Mr. Brown runs the District like a business. President Raucher agreed with other Board members and shared his approval of Mr. Brown's approach with the public and local government partners, and indicated that he would encourage Mr. Brown to continue speaking publically at every opportunity provided.

A motion was made by Vice President Alderman to approve a one-time 5% merit distribution, seconded by Senior Vice President Whitworth and approved unanimously.

STAFF REPORTS

18. Executive Director's Report

Mr. Brown stated Thomas Barry will be retiring effective November 6, 2015. He shared his sentiments on Mr. Barry's departure and indicated he will be greatly missed.

Mr. Brown praised the work of Tom Barry, Rosemary Rayman and Megan Hanney in producing the monthly Centennial Moment Videos. With Mr. Barry's imminent departure, Mr. Brown took the opportunity to recognize their significant efforts in researching and creating the videos. He awarded each a \$500 merit award and an additional two days of annual leave.

Mr. Brown provided an update on the auction of the District's surplus vehicles and stated the District has received approximately \$70,000 in sales. The proceeds have been re-invested in new, more efficient equipment that requires less maintenance.

Mr. Brown reminded the Board that due to Veterans Day falling on Wednesday, November 11, the November meeting has been rescheduled for Thursday, November 12. He also indicated that beginning in 2015, the District will observe Veterans Day as a District holiday rather than Columbus Day.

Director of Operations and Maintenance

Mr. Strowd introduced Nicole Smith as the new Right-of-way Permitting Coordinator, and indicated she is assisting Mr. Fandrey and Mr. Walsh to develop a permitting program framework that will include an application review process, fee schedule, permit conditions with standard and special conditions, permit criteria, right-of-way interest review process, and tracking and enforcement. Mr. Strowd stated the draft program is expected to be presented to the Board at the November meeting.

Mr. Strowd provided an update on the Waters of the United States (WOTUS) rule. He explained that on October 9, 2015, the Sixth Circuit Court of Appeals issued a nationwide stay of President Obama's Administration's new rule that provides an open-ended definition for the "Waters of the United States" subject to federal control and regulation under the Clean Water Act. He presented a series of maps produced by the Farm Bureau Federation illustrating the extent and reach of the rule into upland areas.

Mr. Strowd provided an update on the SCADA project. The project definition phase has been completed and CH2M Hill has initiated the detailed design phase and provided the site surveys. They performed the conceptual microwave network design and FCC path test and re-evaluated the design based on the path tests. It was established that the tower heights could be lowered to an average of 30 feet using a 220 MHz radio frequency. While this change delayed the project schedule by several months, it saved the District considerable costs. Mr. Strowd shared the revised project schedule with an anticipated completion date of Spring 2017.

Mr. Strowd shared photos of completed projects including the 84" culvert with riser at E-1-1/2 and the electrical / storage building at Control Structure No. 4.

Mr. Strowd stated the installation of the Praxsoft remote monitoring sites will begin prior to the end of the month at four of the District's existing staff gauge locations. District employees will no longer need to manually read staff gauges as this information will be available electronically.

Director of Administrative Services

Ms. Walker stated all employees have received their annual performance evaluations and merit awards will be distributed with the October 21, 2015 payroll.

Director of Stormwater Permitting & Engineering

Mr. Martin provided an update on the relocation of Control Structure No. 9 located at C. Stanley Weaver Canal and Lawrence Road. A preliminary evaluation was completed including site visits and field surveys. Conceptual layouts and hydraulic analysis were completed considering the necessity of two or three gates and pumps. Mr. Martin presented a PowerPoint slide illustrating a new control structure with three gates and two pumps, and stated staff recommended this design. Mr. Martin briefly explained the demolition plan.

Director of Finance

Ms. Hoyt stated the District's fiscal year-end was September 30, 2015. Auditors will be sending letters to board members.

Ms. Hoyt stated there are indications the investment market will be improving. Therefore, the investment committee will be meeting and will bring investment options to the Board early next year.

District Counsel

Mr. Perry stated he is working to complete the draft letter addressed to Palm Beach County in reference to the District's request to sell Transfer of Development Rights (TDRs).

19. Board Comment

There were no additional comments from the Board.

20. Adjourn

There being no further business, the meeting adjourned at 10:47 A.M.

President – Harry Raucher

Recording Secretary – Joann M. Aylor