



**MINUTES OF
THE BOARD OF SUPERVISORS
WORKSHOP MEETING OF
LAKE WORTH DRAINAGE DISTRICT
HELD AT THE DELRAY BEACH OFFICE ON
MARCH 8, 2016 AT 8:00 A.M.**

Board Members Present:

Harry Raucher James M. Alderman Steve Bedner
John I. Whitworth, III Jeffrey P. Phipps, Sr.

1. Call to Order

President Alderman called the meeting to order at 8:00 A.M.

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

There were no agenda revisions.

3. Canal Rehabilitation Program - Tommy Strowd, Director of Operations & Maintenance

Mr. Strowd presented an update on the canal rehabilitation program. He shared the current rehabilitation schedule and explained the necessary preparation and due diligence that must be completed before a right-of-way clearing project can begin.

The Board members indicated that they would like to see more progress being made on these projects and inquired about use of the recently purchased skid steer and attachment as well as the use of contracted labor. Staff explained that they were looking into these options and would report back to the Board.

4. Right-of-Way Management Program - Tommy Strowd, Director of Operations & Maintenance, and Jim Fandrey, Assistant Director of Right-of-Way

Mr. Strowd explained that staff is requesting Board input on the permitting of docks on District canals before presenting a final right-of-way management program for the Board's approval.

Mr. Brown presented an overview of the current dock permitting policy and provided options for potential changes to the policy in order to better manage docks in the future. Staff and the board discussed issues related to permitting of docks including size of canals, types of docks, maintenance and insurance.

The Board requested additional time to review the current policy and the options provided. Staff indicated they would agenda the item at a future meeting for additional discussion.

5. Operating Policy Revision for Gate Permits (Ch. 3, Sec. 7.1) - Jim Fandrey, Assistant Director of Right-of-Way

Mr. Fandrey provided an overview of the current gate permitting policy and briefed the board on a revised policy recommended by staff. He explained that the revised policy for permitting access gates includes installation of a gate designed by the District and constructed of steel tubing with a more suitable locking system. Mr. Fandrey also indicated that applicants would have the option to construct the gate themselves using District-issued construction plans or pay the District to construct the gate.

Board members inquired about the width of the gate and suggested staff consider increasing the width to allow clearance for large equipment in the future, if needed.

Staff indicated they will request Board approval of the revised policy at the March 16, 2016 Board meeting.

6. Revised Employee Handbook - Melissa Wheelihan, Business Operations Specialist

Ms. Wheelihan stated that the employee handbook was last updated in March 2014 and since that time several updates have been made to reflect revised policies approved by the Board, changes in business practices, and requirements of Florida Statutes. Ms. Wheelihan provided a brief overview of the handbook sections that have been revised including overtime, exempt employee pay, sick/vacation leave, pay adjustments, rehiring employees and hiring of relatives.

Ms. Wheelihan indicated that the request for approval of the revised handbook would be presented for the Board's approval as part of the consent agenda at the March 16, 2016 Board meeting.

7. Future Board Agenda Items and Staff Reports

Staff provided an overview of the draft agenda for the March 16, 2016 Board meeting and briefed board members on each of the potential agenda items including:

- Presentation of the Florida Surveyors & Mappers Week Proclamation
- Approval to extend contract with West Construction, Inc. for construction of Electrical/Storage Building at Control Structure 4 (Project No. 14-7147P.03)
- Approval for authorization to issue a quit claim deed to Twin States Land Holdings, LLC to clear title. Location: North side of Boynton Beach Boulevard, west of State Road 7. (Project No. 16-9830P.01)
- Approval for authorization to issue a quit claim deed to Lake Worth Senior Living Facility to clear title after right-of-way is conveyed to LWDD for the E-1 Canal. Location: North of Lantana Road, east side of State Road 7. (Project No. 15-9695P.01)
- Approval of negotiated purchase price for a 1.43 acre parcel owned by R.A. Bailey Trust located on the E-3 Canal adjacent to Control Structure 6
- Resolution 16-02 - Approval to transfer Extraordinary Income Funds for concrete paving project (Project No. 15-5947D.13)
- Approval to extend Piping, Paving & Parking Agreement with Nader Salour for a one-year period expiring March 1, 2017. Location: West of Military Trail, south of Glades Road. (Project No. 07-8306P.01)

- Approval for the installation of a sign over an existing permitted culvert for Phoenix at Delray Grande. Location: South side of Linton Boulevard, west of Military Trail. (Project No. 16-6855E.03)
- Approval for the installation of a 12-inch water main line within the S-4 Canal right-of-way by Shelby Homes for the Village Royale. Location: South of Southern Boulevard, west of State Road 7 on the west side of the S-4 Canal. (Project No. 07-7803U.05)

Ms. Hoyt briefed the Board on the District's current financial policy which requires a purchase order for any purchase more than \$500. She provided an overview of the percentages of payments issued by the District over this amount and indicated that staff is recommending increasing the threshold to \$1,000. Ms. Hoyt explained that this amount is consistent with asset inventory thresholds required by Florida Statutes, and assured the Board of internal controls to approve payments. She indicated a revised financial policy will be presented for the Board's approval at a future Board meeting.

Ms. Hoyt informed the Board that the District's auditing firm, Rampell & Rampell, P.A., has merged with the firm of Morrison, Brown, Argiz & Farra, LLC (MBAF). The District has two years remaining on the auditing services contract.

Mr. Brown stated he sent a letter to Frank Iovine, President of Kings Point Recreation Corporation, Inc., requesting an update on stormwater drainage system improvements for Kings Point following the severe rainfall event in January 2014.

8. Board Comment

President Alderman inquired regarding the status of control structure gates.

Mr. LasCasas indicated the gates at Control Structure 12 were installed; however, there is additional required work to complete. He shared his concern regarding the contractor's pace and availability. Mr. LasCasas also shared that work on the gates for Control Structure 11 has not started.

The Board offered their assistance to meet with the contractor, if needed.

9. General Public Comment

There was no public in attendance.

10. Adjourn

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

President - James M. Alderman

Recording Secretary - Joann M. Aylor