



**MINUTES OF  
THE BOARD OF SUPERVISORS  
WORKSHOP MEETING OF  
LAKE WORTH DRAINAGE DISTRICT  
HELD AT THE DELRAY BEACH OFFICE ON  
December 5, 2023 at 8:30AM**

**Board Members Present:**

Steve Bedner	James M. Alderman
Carrie Hill	Jeffrey P. Phipps, Sr.
John I. Whitworth, III	

**1. Call to Order – Stephen Bedner,**

President called the meeting to order.

**2. Agenda Revisions – Tommy Strowd, Executive Director**

There were no agenda revisions.

**3. Policy for Procurement of Goods and Services – Reagan Walker, Assistant Executive Director & Karen Hoyt, Director of Finance & Administration**

Ms. Walker stated that the District's procurement policy was adopted approximately 15 years ago, emphasizing the necessity for an update. Ms. Walker informed the Board that the District retained the services of Lewis Longman Walker (LLW) law firm to assist with updating the procurement policy to ensure compliance with Florida procurement laws as they pertain to special districts. Ms. Walker introduced Ms. Janice Rustin, a representative from LLW to provide an overview of public procurement for Florida special districts. A copy of the presentation is attached hereto as part of the meeting record. Ms. Walker presented the revised procurement policy and briefed the board on specific changes to procurement methods and thresholds. A copy of the proposed policy is attached hereto as part of the meeting record. Key changes include increasing the threshold for formal procurement solicitations requiring Board approval to \$65,000. Purchases between \$15,000 - \$65,000 would require obtaining multiple quotes and require Executive Director approval. Ms. Walker also outlined purchases utilizing direct acquisition methods that are exempt from competitive solicitations, stating that

contracts/purchases over \$65,000 would still require Board approval. Ms. Walker also presented the procedures for potential bid award protests.

Sr. Vice President Alderman inquired about safeguards to prevent potential misuse of District funds. Ms. Hoyt clarified processes and checks and balances in place to prevent fraud and reminded the Board that the District is subject to an annual audit of our financial statements.

Vice President Hill inquired if there was language to address the limit for cumulative purchases. Ms. Rustin shared that Policy Sections 1.2 and 1.2.3 address the total contract price threshold.

Ms. Walker stated the policy will be presented for approval at the December 13, 2023 board meeting.

Ms. Walker recognized Michelle Sinclair for her role as the District's procurement coordinator, stating that she has done an outstanding job in streamlining procurement solicitations and simplifying the process for staff.

#### **4. Canal Rehabilitation Program - Phase II – Anthony LasCasas, Director of Operations & Maintenance**

Mr. LasCasas presented an update on the Canal Rehabilitation Program (CRP), highlighting the accomplishments of CRP Phase I (vegetation removal projects) and outlining the scope for CRP Phase II (canal bank maintenance restoration).

Mr. LasCasas stated the goal of CRP Phase II is to reconstruct, realign and rehabilitate canals for future sustainable maintenance. An inventory of future projects was completed and approximately 500 projects covering over 250 miles of canal were identified. It is estimated that the initiative will encompass more than a half million man-hours and be completed over approximately 20 years. Projects were identified and ranked Level 0 thru 5 based on type and complexity, with Level 4 and 5 projects being the most challenging.

Mr. LasCasas explained that bank restoration projects will require removal of encroachments and may require compliance and enforcement actions. He shared that it was the District's intent to complete work utilizing District staff and resources. However, expansion of the program and maintenance of rehabilitated canal rights-of-way will require an increase in staff and resources in the coming years. He explained that while there is a possibility of considering contract work, it would be limited to specific projects and contingent upon budget resources.

Mr. LasCasas concluded that the long term maintenance rehabilitation program serves as a blueprint for our future work plans to achieve a sustainable drainage system, maximizing hydraulic capacity and rights-of-way, improving maintenance, and reducing reliance on herbicides for terrestrial management.

President Bedner inquired about whether the District's budget has sufficient funds to cover the scope of work for Phase II. Mr. LasCasas confirmed that the scope of work will



be executed within the approved budget. However, he emphasized that the future execution of the scope of work might necessitate an increase in staff and equipment.

President Bedner commended staff for completion of CRP Phase I, commenting on the overall success of the project. Considering staff's efforts over the past year to complete the project, as well as Governor DeSantis recently awarding state employees additional holidays, President Bedner recommended awarding District employees one additional paid holiday before the end of the year.

***Vice President Hill made a motion to approve an additional paid holiday on Friday, December 29, seconded by Sr. Vice President Alderman and approved unanimously.***

## **5. Briefing on Future Board Agenda Items**

Staff provided briefings on anticipated agenda items for the December 13, 2023 regular board meeting including:

- **Approval of revised LWDD Right-of-Way Operating Policies: Section 2.2.11 Temporary Access Permitting – Reagan Walker, Assistant Executive Director**

As a follow up to the Board workshop discussion on September 6, 2023, Ms. Walker provided the Board with a redline copy of a final revised temporary access policy which outlined the proposed changes previously outlined to the Board.

Ms. Walker stated that the revised policy allows adjacent property owners to request temporary access for the purpose of removal of vegetation and exotic wildlife. She highlighted key changes including but not limited to: the property owner must demonstrate the District's right-of-way is the last resort and there is no other reasonable access point available to conduct work; applicants will have to provide a \$1 million insurance policy naming the District as additional insured; the applicant must provide proof of an agreement from adjacent property owners for services; the permit shall not exceed the timeframe of contracted services or a maximum of (1) year; the applicant must provide 48-hour notice to the District Field Representative to coordinate and obtain access to adjacent canals, as prescribed in the permit. She stated that indiscriminate access for removal and trapping is prohibited; unauthorized entry will be considered trespassing pursuant to Chapter 810.09 Florida Statutes and the permit will be revoked.

A copy of the revised policy is attached hereto as part of the meeting record.

## **6. Staff Reports**

Ms. Walker announced that Board of Supervisor seats for Sub-District 5 and Sub District 3 are up for election at the annual Landowners' Meeting on January 10, 2024. Any candidates that are interested in running must submit their Intent to Run letter by the end of the Board meeting on December 13, 2023.

Mr. LasCasas shared an update on Control Structure 9, highlighting the delivery of new radial gates. Specifically, two (2) gates have been delivered for Control Structure 9, and three (3) gates for Control Structure 6. Currently, staff is actively coordinating with FPL to de-energize the power lines at Control Structure 9 to ensure the safe installation of the gates. Mr. LasCasas anticipates the completion of this task by the end of January 2024.

Ms. Hoyt reported Sean Gannon from PFM will be attending the upcoming January 2024 Board meeting to provide an update on the District's current investments and returns.

**7. Board Reports & Comments**


There were no additional board comments.

**8. General Public Comment**

There was no public comment.

**9. Adjourn**

There being no further business, the meeting was adjourned at 10:08 AM.

  
\_\_\_\_\_  
President – Stephen Bedner

  
\_\_\_\_\_  
Recording Secretary – Sandra Acosta