

**MINUTES OF MEETING
SUNSHINE WATER CONTROL DISTRICT**

A Rescheduled Public Hearing and Regular Meeting of the Sunshine Water Control District's Board of Supervisors was held on **September 28, 2017**, at **6:30 p.m.**, at **Sartory Hall**, located in **Mullins Park, 10150 NW 29 St. (Ben Geiger Drive), Coral Springs, Florida 33065**.

Present at the meeting were:

Joe Morera	President
Daniel Prudhomme	Vice President
John Tornincasa	Secretary

Also present were:

Cindy Cerbone	District Manager
Craig Wrathell	Wrathell Hunt and Associates LLC
Al Malefatto	District Counsel
Gene Schriener	District Engineer
Orlando Rubio	Craig A. Smith & Associates, Inc.
Jim Maguire	Craig A. Smith & Associates, Inc.
Cory Selchan	Field Superintendent
John McKune	McKune & Associates
Angel Gardner	The Valerin Group, Inc.
Beth Zsoka	Quest Corporation of America
Peter Dobens	Quest Corporation of America
Gabriella Ferraro	Quest Corporation of America

FIRST ORDER OF BUSINESS

Call to Order

Ms. Cerbone called the meeting to order at 6:32 p.m.

SECOND ORDER OF BUSINESS

Roll Call

Ms. Cerbone called the roll. All Supervisors were present, in person.

THIRD ORDER OF BUSINESS

Pledge of Allegiance

All present recited the Pledge of Allegiance.

- **Staff Reports**

****This item, previously Item 16B, was presented out of order.****

- B. **District Engineer: *Craig A. Smith & Associates***

Mr. Maguire recalled that, at the previous meeting, an approval letter from Broward County was pending regarding the Coral Springs Bridge project. The notice was received on August 25; however, the Board devised a plan to extend the project by phasing it. Phases 1 and 2 involved clearing the right-of-ways (ROWs) and proceeding with the project at a slower pace. The Board then identified that there was a challenge from a communications standpoint and decided to hire a Public Relations (PR) firm. Mr. Morera asked whether the approval letter contained the answer that the District was seeking. Mr. Malefatto stated that the response confirmed the District's request and was a Letter of No Objection. Ms. Cerbone stated that the PR firms represented today were recommended by Mr. Rich Michaud, City of Corals Springs Director of Public Works. Management contacted principals from each firm, scheduled meetings and shared information about the Sunshine Water Control District (SWCD) as well as the West Outfall Canal Improvement project. Ms. Cerbone was hopeful that the presentations would provide insight in how a PR firm could partner with and benefit the District in this project.

- **Consideration of Community Outreach Proposals for West Outfall Canal**

****This item, previously the Eleventh Order of business, was presented out of order.****

- A. **Quest Corporation of America**

Ms. Beth Zsoka, Ms. Gabriella Ferraro and Mr. Peter Dobens, of Quest Corporation of America (QCA), introduced themselves, thanked the Board for the opportunity to present their services and expressed their desire to work with the District. Ms. Zsoka stated that QCA was a Disadvantaged Business Enterprise (DBE)-certified, woman-owned company with over 22 years of experience and over 70 associates throughout Florida. QCA was well-qualified and quite familiar with the City of Coral Springs, as Ms. Ferraro was currently serving on the City's Sample Road project and QCA was also working on the Florida Department of Transportation (FDOT) Sample Road and University Drive/Sample Road projects. A complete listing of QCA's projects was included on the Communications Proposal provided, along with its Approach, Fees and Sample Services. Ms. Ferraro presented QCA's all-inclusive offerings, flat hourly rate, sample services and approach, which included establishing connections with residents,

stakeholders and County officials, through face-to-face interactions. QCA was an extremely responsive, supportive and trustworthy PR firm. Mr. Dobens stated that residents oftentimes wanted to voice their concerns and QCA afforded them that opportunity, through active listening, providing a superior level of customer service and having an effective community outreach strategy. Ms. Ferraro stated that she and her team were thrilled at the prospect of partnering with the District, hoped to be awarded the contract and took questions from the Board.

In response to Mr. Tornincasa's question regarding QCA's physical location, Ms. Ferraro stated that QCA had offices in Tampa and Miami; however, team members generally worked from their homes and were mobile, similar to FDOT officials. In response to a question regarding the special hotline number, Ms. Zsoka stated that Ms. Ferraro would serve as the lead, Mr. Dobens would serve as her support and assist callers, Ms. Zsoka would serve as quality control and Ms. Sophia Tingle, who specialized in creative services such as producing fliers, door hangers etc., would be the creative design person for any materials needed for communications. In response to follow-up questions, Ms. Zsoka confirmed that Ms. Ferraro and Mr. Dobens would go door-to-door to meet and greet residents, the project hotline area code would be 954 and 45 to 50 homes were impacted by the project, with the inclusion of Phase 2. Regarding the \$10,064 fee and how work hours would be monitored, Ms. Zsoka stated that a monthly report would be provided and QCA would be flexible and amenable in resolving any discrepancies in billing.

Mr. Morera asked for a brief overview of QCA's current projects with the City of Coral Springs. Ms. Ferraro stated that one project was nearing completion and the other was delayed, due to Hurricane Irma but, in the interim, QCA continued to service the community through the project hotline, updating the City's webpage and social media platforms and minimizing potential issues with impacted business owners before issues reached the City Council. In response to Mr. Morera's question regarding pushback from businesses and residents related to ongoing projects, Ms. Ferraro stated that pushback was minimal, which is anticipated, and QCA offers City officials advice and ideas on how to manage, mitigate and work with impacted business owners. Mr. Morera asked about QCA's experiences with other districts and ROW issues. Ms. Zsoka stated that QCA was unique in its provision of planning, Project Development & Environmental (PD&E) design and construction knowledge and routinely dealt with ROW items. In response to Mr. Morera's question regarding the fee structure, Ms. Zsoka stated that

Management provided QCA with an idea of the amount the District was willing to spend. The rate was very competitive and would remain unchanged; however, the 148 hours listed could be amended to meet the District's needs. Discussion ensued regarding the hourly rate, additional hours, design fees and project phases. Mr. Morera was concerned about resident complaints and reactions to the bridge project. Ms. Zsoka stated that QCA team members were well-trained, accustomed to interfacing with residents and would represent the District calmly and efficiently. Mr. Morera stated that the presentation was clean, simple and straightforward and thanked QCA for their time. Ms. Cerbone would coordinate and inform all parties of the Board's decision.

B. Valerin

Ms. Angel Gardner, Community Outreach Specialist with The Valerin Group, Inc. (Valerin), stated that Valerin was a full-service public relations firm with over 10 years of experience providing community outreach in transportation and infrastructure projects, primarily. She highlighted Valerin's objectives, goals and outreach methods or tools. Valerin was accustomed to dealing with high-profile projects and dealt with a variety of stakeholders. Ms. Gardner presented the proposal for the West Outfall Canal (Phase 1) project, including the scope and fees and took questions from the Board.

Mr. Tornincasa asked Ms. Gardner if she was the only resource on the project. Ms. Gardner stated that two other team members would be assigned to the project and gave a brief overview of their backgrounds and qualifications. In response to a question regarding cost, Ms. Gardner stated that Valerin's rate was \$80 per hour. Costs would fluctuate depending on the number of hours spent on the project; 270 hours were recommended for the first phase but the hours could be adjusted.

Ms. Cerbone stated that both firms were advised to offer a la carte pricing, where the Board was in control of the amounts that it spent and had a cap etc. Further, Management updated both firms on what happened with Canal Z with respect to communications, so as to avoid making the same mistakes.

In response to Mr. Morera's question regarding the Sample Road project, Ms. Gardner stated that she previously worked for QCA and served as Lead Public Information Officer on that project and was very familiar with City Staff. Discussion ensued regarding the hourly rate, project phases, residents and community outreach.

Ms. Cerbone suggested delaying selection of a PR firm until after the District Engineer’s Report and discussions on Hurricane Irma and the West Outfall project.

FOURTH ORDER OF BUSINESS

Public Comments [3-Minute Time Limit]
(Comments should be made from the microphone to ensure recording. Please state your name prior to speaking.)

There being no public comments, the next item followed.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2017-6, Resetting Public Hearing Pursuant to the Department of Revenue’s Amended Emergency Order, dated September 8, 2017, Implementing Governor Rick Scott’s Executive Order Number 17-235, Dated September 4, 2017

Mr. Morera presented Resolution 2017-6.

On MOTION by Mr. Prudhomme and seconded by Mr. Tornincasa, with all in favor, Resolution 2017-6, Resetting Public Hearing Pursuant to the Department of Revenue’s Amended Emergency Order, dated September 8, 2017, Implementing Governor Rick Scott’s Executive Order Number 17-235, Dated September 4, 2017, was adopted.

SIXTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Adoption of the District’s Final Budget for Fiscal Year 2017/2018, Pursuant to Florida Law

A. Rescheduled Notice(s)

Ms. Cerbone presented the Rescheduled Notices for today’s Public Hearing.

B. Consideration of Resolution 2017-7, Adopting the Final Budget for Fiscal Year 2017/2018

Ms. Cerbone presented Resolution 2017-7. Assessments would increase approximately 3% over Fiscal Year 2017. “Management/accounting/recording” was increased from \$57,241

to \$58,386, "Insurance" increased from \$21,000 to \$23,000 and "Health insurance" increased from \$158,895 to \$193,888. The remainder of the budget was relatively unchanged. Mr. Tornincasa questioned why \$158,895 was budgeted for "Health insurance" in Fiscal Year 2017 but only \$90,582 was expended. Ms. Cerbone stated that \$90,582 was the projected amount from April to September and Management estimated that \$172,014 was the total expenditure. Mr. Maguire recalled that the health benefits coordinator was to attend today's meeting and wanted to know why the broker was not present. Ms. Cerbone stated that preliminary numbers could be obtained in August but actual pricing was not available until mid-October, because of new enrollment; therefore, and the current insurance carrier would not be in attendance until then. Mr. Prudhomme wondered if the District's Agent of Record was delaying delivery of the proposal to limit the Board's options for health insurance. Ms. Cerbone communicated to the broker that, if the insurance information was being withheld, the District would secure another broker. The broker had figures from other insurance providers but was waiting for estimates from AvMed Health Inc. (AvMed) and would make a presentation at the October meeting. Discussion ensued regarding health plans, why AvMed was delaying providing its prices, rate increases and switching physicians. In response to Mr. Morera's question, Ms. Cerbone confirmed that "Disaster recovery" was increased by \$500,000 and "Capital outlay" was \$1.6 million; in Fiscal Year 2017 the District spent less than \$200,000, so those unused funds would feed into the "Unassigned" fund balance. The \$1.6 million budgeted for Fiscal Year 2018 "Capital outlay" would fund the West Outfall Project and any unused funds would go into "Unassigned", as well. Discussion ensued regarding the budget, assessment, current projects and solving the flooding issue.

*****Ms. Cerbone opened the Public Hearing.*****

No members of the public spoke.

*****Ms. Cerbone closed the Public Hearing.*****

<p>On MOTION by Mr. Prudhomme and seconded by Mr. Tornincasa, with all in favor, Resolution 2017-7, Adopting the Final Budget for Fiscal Year 2017/2018, was adopted.</p>

**Assessment for the General Fund and a
Non Ad Valorem Assessment for the Debt
Service Fund for Fiscal Year 2017/2018**

Ms. Cerbone presented Resolution 2017-8.

On MOTION by Mr. Prudhomme and seconded by Mr. Tornincasa, with all in favor, Resolution 2017-8, Levying a Non Ad Valorem Maintenance Assessment for the General Fund and a Non Ad Valorem Assessment for the Debt Service Fund for Fiscal Year 2017/2018, was adopted.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2017-9,
Adopting the Annual Meeting Schedule
for Fiscal Year 2017/2018**

Ms. Cerbone presented Resolution 2017-9. The December 13, 2017 meeting was changed to Tuesday, December 12, 2017.

On MOTION by Mr. Tornincasa and seconded by Mr. Prudhomme, with all in favor, Resolution 2017-9, Adopting the Annual Meeting Schedule for Fiscal Year 2017/2018, as amended to change the December 13, 2017 Regular Meeting to December 12, 2017 at 6:30 p.m., at this location, was adopted.

Mr. Morera questioned why the March Landowners' Election was not on the Fiscal Year 2018 Meeting Schedule. Ms. Cerbone stated that the Board's attendance was not required at Landowners' Election meetings and, with Mr. Maguire's resignation and Mr. Tornincasa's appointment, the Seat would automatically go to election. In response to Mr. Tornincasa's request for clarification, Ms. Cerbone stated that, since Mr. Maguire resigned before the expiration of his term, in March, 2020, and a new Supervisor was appointed, instead of the new Supervisor completing the remainder of the former Supervisor's term, Florida Statutes for Water Districts dictates that the appointed Supervisor serves until the next Landowners' Election, which will occur in March 2018. Mr. Tornincasa asked if the Supervisor elected at the March 2018 Landowners' Election would then serve until March 2020, which was the end of the former

Supervisor’s term. Ms. Cerbone replied affirmatively. Two Seats would be up for election at the March 2018 Landowners’ Election.

NINTH ORDER OF BUSINESS

Consideration of Annual Renewal of Disaster Debris Monitoring Services Agreement with Rostan Solutions LLC

Ms. Cerbone presented the Rostan Solutions LLC Agreement for Disaster Debris Monitoring Services. Although the Agreement renewed automatically, for housekeeping reasons, it was recommended that the Board accept and approve it.

On MOTION by Mr. Prudhomme and seconded by Mr. Tornincasa, with all in favor, the Annual Renewal of Disaster Debris Monitoring Services Agreement between the District and Rostan Solutions LLC, was approved.

TENTH ORDER OF BUSINESS

Ratification of Phillips & Jordan Master Agreement Renewal for Disaster Debris Removal

Ms. Cerbone presented the Phillips & Jordan Master Agreement Renewal for Disaster Debris Removal. The Chair executed the Agreement, prior to Hurricane Irma.

On MOTION by Mr. Tornincasa and seconded by Mr. Prudhomme, with all in favor, the Phillips & Jordan Master Agreement Renewal for Disaster Debris Removal, RFP 13-B-097, and the Chair’s execution of the Agreement, were ratified.

ELEVENTH ORDER OF BUSINESS

Consideration of Community Outreach Proposals for West Outfall Canal

- A. Quest Corporation of America**
- B. Valerin**

Presentations were made following the Third Order of Business and the proposals were considered following Item 16B.

TWELFTH ORDER OF BUSINESS

Consideration of Aquatic Herbicide Bids

Mr. Selchan stated that the District was required, under Florida Statutes, to consider bids for aquatic herbicides to treat the canals. The bid tabulation sheet highlighted the lowest bidders and Mr. Selchan recommended approving the highlighted products. In response to Mr. Morera's question, Mr. Selchan stated that, although there were slight fluctuations, prices remained about the same.

On MOTION by Mr. Prudhomme and seconded by Mr. Tornincasa, with all in favor, the aquatic herbicide bids, as recommended, were approved.

THIRTEENTH ORDER OF BUSINESS

Approval of Unaudited Financial Statements as of July 31, 2017

Ms. Cerbone presented the Unaudited Financial Statements as of July 31, 2017. Assessment revenue collections were at 100%. On Page 2, the \$17,000 "Disposition of fixed assets" line item was related to the truck purchases and was offset by the \$17,000 "Field equipment" line item, on Page 3. In response to Mr. Morera's question regarding the "Cost recovery" line item, Ms. Cerbone confirmed that those funds were reimbursed to the District by different construction companies for engineering and/or legal fees.

On MOTION by Mr. Tornincasa and seconded by Mr. Prudhomme, with all in favor, the Unaudited Financial Statements as of July 31, 2017, were approved.

FOURTEENTH ORDER OF BUSINESS

Approval of August 9, 2017 Regular Meeting Minutes

Mr. Morera presented the August 9, 2017 Regular Meeting Minutes and asked for any additions, deletions or corrections.

On MOTION by Mr. Tornincasa and seconded by Mr. Prudhomme, with all in favor, the August 9, 2017 Regular Meeting Minutes, as presented, were approved.

FIFTEENTH ORDER OF BUSINESS

Supervisors' Communications

Mr. Prudhomme voiced his opinion that appointment of Mr. Tornincasa was a good choice.

Mr. Morera reported that the recently-held International Dinner Dance, organized by the multi-cultural committee, was a well-attended, successful event. Regarding Hurricane Irma, Mr. Morera stated that, even though the area was impacted, the damage could have been far greater, as many other communities fared worse. Hopefully, Hurricane Irma would help homeowners understand that the current project and future projects were proposed to minimize flooding and that residents would be more receptive to the Board's accomplishments in managing and maintaining District operations. Since rain was forecast for the coming days, Mr. Selchan was asked to prepare to dispatch crews to remove leaves from drains that may be clogged, in order to prevent flooding. Mr. Selchan stated when City officials surveyed the damage after Hurricane Irma, it was discovered that much of the flooding was caused by leaves on street drains and no canals had flooded. Mr. Morera commended Mr. Selchan for taking initiative and reducing water levels in the canals ahead of Hurricane Irma.

SIXTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Lewis, Longman & Walker, P.A.*

Mr. Malefatto stated that legislation was being drawn which could change the method of voting for Special Districts. Currently, it was one vote per one-acre owner but one vote per resident was being proposed, which would make the process more expensive and entail more political debate. The deadline for filing local bills in Broward County was September 29. The Coral Springs Improvement District (CSID) asked District Counsel to do all it could to block the passage of the legislation. As of yesterday, no special bill was filed. Regular status reports on the potential legislation would be provided. Discussion ensued regarding the proposed bill. Regarding the IBI Group, Inc. (IBI) litigation, Mr. Malefatto received a status report from Mr. Mike Wilson, the attorney representing the District in this matter. The exchange of documents was ongoing, including electronic documents. IBI's attorneys estimated that the cost of producing electronic documents to the District would range from \$190,000 to \$360,000. Mr.

Wilson would challenge those costs, as they were unreasonable. It was estimated that the case would go to trial in mid-2018. Discussion ensued regarding the litigation.

B. District Engineer: *Craig A. Smith & Associates*

- **Monthly Engineer’s Report: August 3, 2017 – September 13, 2017**

Mr. Schriener presented the Monthly Engineer’s Report. Mr. Rubio reviewed the technical details of the Report. In response to Mr. Morera’s question regarding the bridge project, the Engineer’s Certification was received and indicated that the District’s improvements would not harm the bridge, in any way. Discussion ensued regarding Phases 1 and 2 of the West Outfall Canal Improvements, 5’ buffer and approved plants. Ms. Cerbone asked if the prices for the TBD items would be available at the October meeting. Mr. Rubio stated that, by the next meeting, Item 4, Development of individual Lot Exhibits for Phase 1, and Item 5, Development of individual Lot Exhibits & Encroachment Plans for Phase 2, would include estimates.

Mr. Maguire reviewed the West Outfall Phase Ia and the Scaled Down West Outfall Phase Ia handouts and asked the Board to consider five items requiring immediate Board approval. Ms. Cerbone suggested approving the hiring of the PR firm separately.

On MOTION by Mr. Tornincasa and seconded by Mr. Prudhomme, with all in favor, acceptance of the “no exception” email response from Broward County for the Coral Springs Drive Bridge work, was approved.

On MOTION by Mr. Tornincasa and seconded by Mr. Prudhomme, with all in favor, the Updated Tree/Vegetation List, including removal of species previously mentioned, was approved.

On MOTION by Mr. Tornincasa and seconded by Mr. Prudhomme, with all in favor, authorizing Craig A. Smith & Associates to survey Phase 2, as part of the Phase Ia tasks, in a not-to-exceed amount of \$17,700, was approved.

On MOTION by Mr. Tornincasa and seconded by Mr. Prudhomme, with all in favor, authorizing Craig A. Smith & Associates to hire a Landscape Architect for Phases 1 and 2, in a not-to-exceed amount of \$10,500, was approved.

▪ **Consideration of Community Outreach Proposals for West Outfall Canal**

****This item, previously the Eleventh Order of Business was presented out of order.****

Mr. Morera asked for Board Member opinions and feedback on the PR firms and their presentations.

A. Quest Corporation of America

Mr. Prudhomme felt that, although both firms were capable, he favored QCA's presentation because it was a team effort that clearly conveyed their City contacts, media experience, "boots-on-the-ground" and grassroots outreach methods. Mr. Tornincasa preferred QCA and noted that QCA's pricing was more reasonable. Mr. Morera felt that both firms were qualified but QCA already had a working relationship with the City and could address the District's specific needs. Ms. Cerbone called for inclusion of a not to exceed amount in the motion. Discussion ensued regarding Phase 1 of the project and future phases, from a PR standpoint. Mr. Tornincasa questioned why the City, with its resources, would not provide PR work for the District. Mr. Morera stated that the City and the District were two separate governmental entities with different responsibilities. Mr. Maguire stated that, in the past, affairs between the City and District were strenuous; however, the new City Manager would handle matters differently. Mr. Selchan stated that the City has the resources for PR but the District's relationship with the City has been arduous, due to politics but and the relationship between the City and the District should change through the West Outfall project by facilitating clearer communications between the two entities. Regarding the Board's approval of the PR firm, Mr. Morera was opposed to using the word "clearing" in the agreement. Discussion ensued regarding alternate verbiage, the West Outfall project, District Staff and QCA.

On MOTION by Mr. Tornincasa and seconded by Mr. Prudhomme, with all in favor, hiring Quest Corporation of America to provide public relations services for the West Outfall project, in a not-to-exceed amount of \$10,064, was approved.

B. Valerin

There was no further discussion of this firm.

▪ **Staff Reports - Resumed**

C. District Engineering Consultant: *John McKune*

Mr. McKune inquired about the Natural Resource Conservation Service (NRCS) requirements for funding. Ms. Cerbone stated that Mr. Selchan would address NRCS funding.

D. District Field Supervisor: *Cory Selchan*

Mr. Selchan stated that, spurred by the catastrophe in Texas from Hurricane Harvey the District received a tremendous number of calls from concerned residents, prior to Hurricane Irma. The pumping process commenced early to ease resident fears and give the public a feeling of comfort but it was not necessary; the District could have waited longer and would have ended up with similar results. Although issues arose with the pump stations, crews were able to remain in the field and resolve the issues. In response to Mr. Morera's question, Mr. Selchan stated that Pump Station #1 lost power and generators were activated in both pump stations early in the process, on September 10. The District was fortunate that the hurricane was not as severe as originally predicted and there were no issues related to the canals, other than tree debris in and around all of the canals. To address the issue, Management and Staff activated the District's contracts with its debris removal and monitoring services providers. A quantification report of cubic yards to be removed and associated costs were pending. Mr. Selchan hoped for reimbursement of .75 on the dollar from the Federal Emergency Management Agency (FEMA) and NRCS; however, after meeting with NRCS representatives on Tuesday, he felt that the District should expect minimal help from both agencies because the bulk of the debris does not completely impair the waterway. In response to Mr. Morera's question, Mr. Selchan stated that there were hazardous situations with trees in canals that should be addressed and possibly 300 trees were in the canals. Discussion ensued regarding natural disasters, canal debris, Canal Z,

ROWS, imposing a special assessment and local politics. Mr. Selchan concluded that, although recovery would be costly, the District was on the right track and had a good team.

E. District Manager: *Wrathell, Hunt & Associates, LLC*

Ms. Cerbone stated that, at the next meeting, Management would have an estimate for debris removal and monitoring and would suggest that the District proceed with the cleanup effort as opposed to waiting for NRCS funding. Further discussion ensued. Ms. Cerbone circulated an NRCS document highlighting funding requirements and eligibility. Ms. Cerbone would file the annual renewal paperwork for FASDA.

- **NEXT MEETING: October 11, 2017 at 6:30 P.M.**


The next meeting will be held on Wednesday, October 11, 2017 at 6:30 p.m., at this location.


SEVENTEENTH ORDER OF BUSINESS Adjournment

There being no further business to discuss, the meeting adjourned.

<p>On MOTION by Mr. Prudhomme and seconded by Mr. Tornincasa, with all in favor, the meeting adjourned at 10:01 p.m.</p>

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


President/Vice President