

**Board of Supervisor's Meeting
Pine Tree Water Control District**

**Wellington City Hall
12300 Forest Hill Blvd.
Wellington, FL 33414**

**Monday, June 13, 2016
6:00 p.m.**

(Immediately following the Annual Landowners Meeting)

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Selection of Officers**
- IV. Consider: General Meeting Rules**
- V. Consent Agenda**
 - a. Approval of Minutes** - Board of Supervisors Meeting, April 18, 2016
 - b. Financial Report**
 - i. Financial Report
 - ii. Warrant List
 - iii. Approval of Supervisor Invoices
 - c. Operations Report**
- VI. Presentation of Proposed Fiscal Year 2016/2017 Budget**
- VII. Resolution No. PT 2016-01:** A Resolution of the Supervisors of the Pine Tree Water Control District Adopting the District's Preliminary Non-Ad Valorem Assessment Rate for Truth-In-Millage ("TRIM") Purposes; and Providing an Effective Date.
- VIII. Engineer's Report**
- IX. Attorney's Report**
- X. Other Business**
- XI. Board Comments**
- XII. Next Meeting – Monday, August 15, 2016 at 6:00 p.m. (Budget)**
- XIII. Adjourn**

GENERAL MEETING RULES

Pine Tree Water Control District General Meeting Rules

Agenda: The agenda is available in the Pine Tree Water Control District (PTWCD) website. There shall be an official agenda for every meeting of the District which shall determine the order of business conducted at the meeting.

Consent Agenda: These are items which are not discussed individually and are voted on as a group. The consent agenda consists of items considered non-controversial, with no policy implications, and is approved without discussion. A Board Supervisor may remove an item from the consent agenda to be considered following the Board's vote on the remainder of the consent agenda.

Regular Agenda Items: These are items which the Board will discuss individually in the order listed on the agenda.

Who May Speak: The public is encouraged to offer comment to the Board at their meetings on any item listed on the agenda. Please complete a public comment card and give it to the Clerk.

Addressing the Board: When your name is called, please step up to the podium and state, for the record, your name and address. All comments shall be directed to the Board, not to a member thereof or to the general public. Persons addressing the Board during general public comment shall limit their remarks to three minutes.

Decorum: Any person making personal, impertinent or slanderous remarks or who becomes boisterous while addressing the Board or while attending the Board meeting shall be removed from the room if the Deputy is so directed by the Board President or the District Attorney, and such person shall be barred from further audience before the Board.

Board meetings are held quarterly, or as shown on the approved schedule at 12300 Forest Hill Blvd., Wellington, Florida, on Mondays, as scheduled, beginning at 6:00 p.m. All meetings of the Board are open to the public.

For further information, please contact PTWCD at info@ptwcd.org.

CONSENT AGENDA

MINUTES

MINUTES

Pine Tree Water Control District Board of Supervisor's Meeting

**Wellington Village Hall
12300 Forest Hill Blvd.
Wellington, FL 33414**

**Monday, April 18, 2016
6:00 p.m.**

Pursuant to the foregoing notice, a meeting was held of the Pine Tree Water Control District Board of Supervisors on Monday, April 18, 2016 at Wellington Village Hall, 12300 Forest Hill Blvd., Wellington, FL 33414.

Board Supervisors Present: Maria Fong, Board President, Joel Arrieta, Board Supervisor and Travis Deering, Board Supervisor.

- I. **Call to Order** – Ms. Fong called the meeting to order at 6:02 p.m.
- II. **Pledge of Allegiance** – Ms. Fong led the Pledge of Allegiance.
- III. **Consent Agenda**
 - a. **Approval of Minutes** – Board of Supervisors Meeting, February 1, 2016
 - b. **Financial Report**
 - i. Financial Report
 - ii. Warrant List
 - iii. Approval of Supervisor Invoices
 - c. **Operations Report**
 - i. Aquatic Weed Control Memorandum
 - ii. Waterway Inspection Report by Clarke Environmental

Ms. Quickel presented the Consent Agenda recommending approval as presented.

A motion was made by Mr. Arrieta, seconded by Mr. Deering and unanimously passed (3-0) approving the Consent Agenda as presented.

IV. Engineer's Report

Ms. Quickel introduced the item.

Mr. Higgins reported FEMA released their latest maps which indicated that Rustic Ranches continues to remain in good shape with a very low flood elevation.

Mr. Arrieta asked if the homeowners would be able to use FEMA's information for their insurance policies. Mr. Higgins explained the property owners could purchase insurance at a very much lower cost based on the revised information that FEMA has released but the information and maps were not finalized as of yet. Once FEMA provides their final release, the information would be available in order to obtain the reduced cost for flood insurance.

V. Attorney's Report

Ms. Quickel explained Mr. Kurtz was not present.

VI. Other Business

Ms. Quickel introduced the item. She explained Rachel Callovi, Village Clerk would provide an update regarding the upcoming election at the next meeting, June 13, 2016.

Ms. Callovi explained the date for the next election was on June 13, 2016 with Mr. Arrieta's term being up for election. The notices for the meeting, election and proxy's would be sent to all of the landowners and the proxies could be delivered, brought in the night of the meeting or sent by mail.

Ms. Quickel said the information and a copy of the proxy would be placed on the website.

VII. Board Comments

Ms. Quickel introduced the item.

There were no comments from the Board.

VIII. Next Meeting

Monday, June 13, 2016 at 6:00 p.m. (Annual Landowners Meeting/TRIM)

There being no comments from the Board, Ms. Quickel stated the next meeting would be held on Monday, June 13, 2016 at 6:00 p.m. The meeting was to include the Annual Landowners Meeting including the election and the budget.

Ms. Fong opened the floor for public comments.

IX. Adjourn

There being no further business to come before the Board, the meeting adjourned at 6:13 p.m.

At this point in the meeting Mr. Ferrazzano asked the Board to reopen the meeting in order to provide public comments.

Board consensus was to reopen the meeting.

Leland Wright, Rustic Ranches. Mr. Wright presented the Board and staff with photos of the canals and discussed using a boat for improved spray application.

The Board discussed the canal proposal presented in the prior year when the canals were surveyed. Ms. Quickel stated that one of the proposals for work had been budgeted in a prior year, but the Board had decided not to conduct the work. She stated that she would bring back the proposal for consideration.

Mr. Wright stated that he felt that the swiggly canals needed to be maintained because the rest of the water system was in very good shape.

Ms. Fong said that the Board needed to review the information previously presented and budgeted.

Doug Murray, 16450 Norris Road. Mr. Murray described deep holes being sixty feet wide located on Norris Road made by the contractor's claw truck. Mr. Fleury said he would have staff survey the area and afterwards speak to the contractor.

Mr. Murray asked for the amount budgeted for the horizontal mowing. Mr. Fleury stated the slope mowing for the overgrown vegetation was in the budget and was used on a "by request only" request.

Mr. Murray stated if each property owner mowed their own areas, especially the vacant properties, that would bring a savings to the District. The money saved, could be used to purchase gravel for the roads.

Mr. Deering said the issues with the vacant properties needed to be directed to the Village of Wellington Code Enforcement Department.

Mr. Fleury explained the Code Enforcement Department's procedure.

Ms. Chris Wallace, 16330 Hollow Tree Lane. Ms. Wallace discussed a letter to the company that built the multiuse path along Flying Cow road.

There being no further business to come before the Board, the meeting adjourned at 6:33 p.m.

Approved:

Maria Fong, President

Awilda Rodriguez, Secretary

FINANCIAL REPORT

PINE TREE WATER CONTROL DISTRICT

STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET MAY 31, 2016

	Special Revenue Fund
<u>ASSETS</u>	
Cash	\$ 251,705
Due from other governments	
Total assets	<u>\$ 251,705</u>
 <u>LIABILITIES AND FUND BALANCE</u>	
Liabilities:	
Accounts payable	\$ 17,574
Due to other governments	<u>10,716</u>
Total liabilities	28,290
 Fund balance:	
Reserved for emergency	30,000
Unreserved	<u>193,415</u>
Total fund balance	<u>223,415</u>
 Total liabilities and fund balance	<u>\$ 251,705</u>

PINE TREE WATER CONTROL DISTRICT

STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET TO ACTUAL PERIOD ENDING MAY 31, 2016

	Original/ Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues:			
Non-ad valorem assessments	\$ 103,590	\$ 99,879	\$ (3,711)
Investment income	-	277	277
Miscellaneous	-	-	-
Total revenues	<u>103,590</u>	<u>100,156</u>	<u>(3,434)</u>
Expenditures:			
Current:			
Canal weed control	15,500	8,924	6,576
Drainage	26,000	5,486	20,514
Swale Mowing	51,000	16,280	34,720
Administration	<u>27,300</u>	<u>12,168</u>	<u>15,132</u>
Total physical environment expenditures	<u>119,800</u>	<u>42,858</u>	<u>76,942</u>
Excess (deficiency) of revenues over expenditures	<u>(16,210)</u>	<u>57,298</u>	<u>73,508</u>
Fund balance, beginning of year	<u>166,117</u>	<u>166,117</u>	<u>-</u>
Fund balance, end of period	<u>\$ 149,907</u>	<u>\$ 223,415</u>	<u>\$ 73,508</u>

**PINE TREE WATER CONTROL DISTRICT
EXPENDITURE SUMMARY
APRIL AND MAY**

Vendor Name	Check Number	Amount
Pace Analytical	2853	74.00
Travis Deering	453497	50.00
Maria Fong	453502	50.00
Higgins Engineering	454003	1,500.00
Palm Beach Tax Collector	453838	8.00
Wellington Pro Lawn	2863	336.00
Wellington Pro Lawn	2950	3,536.00
		5,554.00

Vendor Name		Amount
Clarke Aquatics	March	1,287.50
Clarke Aquatics	April	1,287.50
		2,575.00

Vendor Name		Amount
Bank of America	March and April	76.59
Administrative Fee	Q3	3,875.00
		3,951.59

GRAND TOTAL

\$ 12,080.59

Board Member Maria Fong

Invoice to: Pine Tree Water Control District

Invoice for: Pine Tree WCD Meetings Attended

Meeting Date	Amount Due
6/13/2016	\$50.00
Total Due	\$ 50.00

Board Member Travis Deering

Invoice to: Pine Tree Water Control District

Invoice for: Pine Tree WCD Meetings Attended

Meeting Date	Amount Due
6/13/2016	\$50.00
Total Due	\$ 50.00

OPERATIONS REPORT

MEMORANDUM

DATE: JUNE 1, 2016
TO: PINE TREE BOARD OF SUPERVISORS
FROM: MITCHELL W. FLEURY, PUBLIC WORKS DIRECTOR
CC: TANYA QUICKEL, DISTRICT MANAGER
RE: OPERATIONS REPORT

Roads

Roads continue to be graded and maintained on a regular schedule as follows:

Dragged: April 4th, 11th, 18th and 26th, and May 2nd, 9th, 23rd, and 31st.

Graded: All Roads: March 31st, April 7th, 14th (Rustic Road only), and 21st and May 26th.

All roads checked on March 3rd, April 28th and May 5th and 19th and grading not needed, except where noted above and grading was completed.

Canals

Aquatic Weed Treatment report for Rustic Ranches is as follows:

3/31/2016 – Inspected C-F (5), C-K (N), C-I(S), C-T (N), and C-T(S), and Treatment CH (5)

4/05/2016 – Inspected C-F (5), C-H (5), C-I(S), C-T (N), and C-T(S), and Treatment C-K (N)

4/12/2016 – Inspected C-F (5), C-H (5), C-T (N), and Treatment C-K (N), C-I (S), and C-T (S)

4/19/2016 – Inspected C-H (5), C-K (N), and C-I (S), and Treatment C-F (5), C-T (N), C-T (S)

4/26/2016 – Inspected C-H (5), C-K (N), C-I(S), C-T (N), and C-T(S), and Treatment C-F (5)

5/10/2016 – Inspected C-F (5), C-H (5), C-K (N), C-I(S), C-T (N), and C-T(S)

5/17/2016 - Inspected C-F (5), C-H (5), C-K (N), C-I(S), C-T (N), and C-T(S)

5/24/2016 - Inspected C-F (5), C-H (5), C-K (N), C-I(S), C-T (N), and C-T(S)

5/31/2016 - Inspected C-H (5), C-K (N), C-I(S), C-T (N) and C-T(S), and Treatment C-F (5)

Rain fall data for April and May 2016 is attached for review and information.

Where applicable contractor will utilize a boat to minimize the possibility of overspray. Please note that certain circumstances (access points) can be problematic and limit the use of the boat and its effectiveness.

Landscape Maintenance

- Canal Tops were cut on April 4th and May 2nd and 16th (North, Center and West Canals) and May 3rd and 17th (Middle Canal).
- Canal Slopes were cut on April 1st and finished on the 4th.
- Swales were cut on April 1st and May 2nd and 17th.

Please note that mowing schedules may be adjusted due to weather conditions.

Solid Waste

- All routes are on schedule
- Route monitoring continues and is completed on a weekly basis each Wednesday
- Damage done by hauler to swale area will be repaired, as needed.

Mosquito Control

Larvicide treatments was applied in swale areas on April 26th and spraying (truck fogging) was completed on March 29th, April 5th and 26th and May 17th.

Rainfall Data APRIL 2016

Date	Pump Station #7 Flying Cow Rd & Southern Blvd	Structure 40 Flying Cow Rd.
APRIL 2016		
1	0.76	0
2	0.22	0
3	0	0
4	0	0
5	0	0
6	0	0
7	0	0
8	0	0
9	0	0
10	0	0
11	0	0
12	0	0
13	0	0
14	0	0
15	0	0
16	0.22	0
17	0.04	0
18	0	0
19	0	0
20	0	0
21	0	0
22	0	0
23	0	0
24	0	0
25	0	0
26	0.98	1.24
27	0	0
28	0	0
29	0	0
30	0	0
31	0	0
Totals	2.22	1.24

Rainfall Data MAY 2016

Date	Pump Station #7 Flying Cow Rd & Southern Blvd	Structure 40 Flying Cow Rd.
MAY 2016		
1	0	0.51
2	0	0.73
3	0.18	0
4	1.02	0
5	0	0
6	0	0
7	0	0
8	0	0
9	0	0
10	0	0
11	0	0
12	0	0
13	0	0
14	0	0
15	0	0
16	0	0
17	0.12	0
18	2.82	2.7
19	1.18	0.71
20	0.3	1.52
21	0.24	0
22	0	0
23	0.02	0
24	0.22	0
25	0	0
26	0	0
27	0	0
28	0.66	0
29	1.45	1.25
30	0.54	0
31	0.03	0.48
Totals	8.78	7.9

**PRESENTATION OF
PROPOSED FISCAL
YEAR
2016/2017 BUDGET**

PINE TREE WATER CONTROL DISTRICT PROPOSED BUDGET FOR FY 2017

REVENUES

Rustic Ranch Assessment (PAM)
Agricultural Assessment (PBM)
Water Management (PCM)
Less collection allowance (5%)
Use of Reserves

Total Revenues

EXPENDITURES

Canal weed control
Drainage improvements and maintenance
Swale mowing
Supervisor meeting fees
Engineering and Legal
Administrative cost

Total Operating Expenditures

ADOPTED FY 2016 BUDGET		
Units	Assessment	Total
638.92	\$85.00	\$ 54,310
223.03	\$25.00	5,580
2,805.45	\$17.50	49,100
		(5,400)
		16,210
3,667.41		\$ 119,800

PROPOSED FY 2017 BUDGET		
Units	Assessment	Total
638.92	\$85.00	\$ 54,310
223.03	\$25.00	5,580
2,805.45	\$17.50	49,100
		(5,400)
		16,210
3,667.41		\$ 119,800

Administrative Cost Detail

Staff Expense Allocation	\$	15,500
Audit	\$	5,000
Printing & Advertising	\$	1,550
Dues	\$	200
Banking Services & Misc	\$	400
Other Misc.	\$	150
	\$	22,800

RESOLUTION NO.
PT2016-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINE TREE WATER CONTROL DISTRICT ADOPTING THE DISTRICT'S PRELIMINARY NON-AD VALOREM ASSESSMENT RATE FOR TRUTH-IN-MILLAGE ("TRIM") PURPOSES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 298 of Florida Statutes, provides that the Board of Supervisors shall adopt non-ad valorem assessments upon designated lands lying within the jurisdictional boundaries of the District for purposes of TRIM.

SECTION 1. The foregoing recitals are hereby affirmed and ratified as being true and correct.

SECTION 2. The Preliminary Non-Ad Valorem Assessment Rates per computed acre depending on the Unit, for Pine Tree Water Control District for purposes of TRIM for the Fiscal Year 2016/2017 are hereby adopted as follows:

Rustic Ranches (PAM)	\$ 85.00
Agricultural (PBM)	\$ 25.00
Water Management (PCM)	\$ 17.50

SECTION 3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 13th day of June, 2016.

PINE TREE WATER CONTROL DISTRICT

BY: Maria Fong, President

BY: Jeffrey S. Kurtz, Board Attorney