

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

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

**Monday, February 6, 2017
6:00 p.m.**

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Consent Agenda**
 - a. Approval of Minutes** - Board of Supervisors Meeting, November 7, 2016
 - b. Financial Report**
 - i. Financial Report
 - ii. Warrant List
 - iii. Approval of Supervisor Invoices
 - c. Operations Report**
- IV. Engineer's Report**
 - a. Permit Approval**
- V. Attorney's Report**
 - a. Updates**
 - i. Management Company Proposals
 - a. Munilytics
 - b. Special District Services
 - ii. Turnover Timeline
 - iii. Request for Quote
- VI. Other Business**
- VII. Board Comments**
- VIII. Next Meeting:**
Monday, April 17, 2017 at 6:00 p.m.
- IX. Adjourn**

CONSENT

AGENDA

MINUTES

MINUTES

Pine Tree Water Control District Board of Supervisor's Meeting

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

**Monday, November 7, 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, November 7, 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** – Mr. Deering called the meeting to order at 6:03 p.m.
- II. Pledge of Allegiance** – Mr. Deering led the Pledge of Allegiance.
- III. Consent Agenda**

Ms. Quickel presented the Consent Agenda.

At this point, Ms. Fong joined the meeting.

a. Approval of Minutes

- I. Board of Supervisors Meeting – August 15, 2016
- II. Board of Supervisors Special Meeting – September 12, 2016
- III. Board of Supervisors Special Meeting – October 10, 2016

Ms. Quickel presented the Approval of the Minutes recommending approval of the minutes with a correction to the September 12, 2016 minutes.

A motion was made by Ms. Fong, seconded by Mr. Deering and unanimously passed (3-0) approving the Minutes for August 15, 2016, September 12, 2016 and October 10, 2016 as amended.

b. Financial Report

- I. Financial Report
- II. Warrant List
- III. Approval of Supervisor Invoices

Ms. Quickel presented the Financial Report.

Ms. Acevedo provided a brief summary of the annual financial report completed with Grau and Associates, the auditors.

A motion was made by Ms. Fong, seconded by Mr. Deering and unanimously passed (3-0) to receive and file the Annual Financial Report.

c. Operations Report

Ms. Quickel presented the Operations Report.

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

IV. Engineer's Report

Ms. Quickel presented the Engineer's Report.

At this point, Mr. Higgins joined the meeting and stated he did not have a report for the Board.

Mr. Deering asked about the procedure to change the water levels to the winter schedule because some of the canals were getting dry and some of the residents the water for irrigation purposes. Mr. Higgins noted there was not a fixed date for the occurrence. Mr. Arrieta said he would check with SFWMD criteria regarding the pump station. Ms. Quickel said she would communicate his request to staff.

V. Attorney's Report

Ms. Quickel presented the Attorney's Report.

a. Notice of Termination, Interlocal Agreement

Mr. Kurtz spoke about the Notice of Termination letter from the Village of Wellington dated October 6, 2016 with a 270 day notice which would end July 23, 2017. He went on to summarize the functions of Pine Tree Water Control District and suggested having short informational meetings with the Board and the committee members in order to focus on several issues for Pine Tree; 1) drainage system and the cost associated with the drainage system; 2) roadway system including allocations for roadway expenses; 3) land uses and assessments; and 4) other recommendations to the Board. Mr. Kurtz also suggested contacting Wellington to see if they would take the District back under certain circumstances and if not, there

were companies available that manage neighborhoods. He noted the Village would continue to provide meeting space for meetings to be held during the 270 day time frame.

At this point in the meeting, Mr. Deering opened the floor for public comment.

Public Comments

Ruben Ferrazzano, 16625 Rustic Road – Mr. Ferrazzano said the reserves needed to be watched and in order to further reduce costs, he felt the Board needed to figure out how to move forward in reducing the number of meetings being held. He noted that currently the Board needed to make difficult decisions; 1) change the Board's legal representative; and 2) seek the return of funds paid by the District for road taxes in the past.

Todd Wodraska, 2501 A Burns Road, Palm Beach Gardens – Mr. Wodraska said he was the president of a management company, Special Districts Services Inc. and was offering his services and a solution because he was very familiar with Special Districts.

Maurice Dawson, 16880 Rustic Road – Mr. Dawson indicated he was new to the community and agreed that informational meetings were important but currently he felt the Board needed support in obtaining the necessary information from Wellington regarding final judgements especially for issues pertaining to necessary equipment, quality of service and the discounts from vendors for the services the District was currently receiving.

Kristina Gustafson, 16126 Hollow Tree Lane – Ms. Gustafson noted the resident's opinions were very important and those opinions have not been obtained. She was not in favor in having a HOA and recommended the attorney draft a letter, approved by the Board, to send to Wellington with an attached memo explaining the impact of losing Wellington's partnership. She recommended the information be sent to all the residents.

Houston Meigs, 16433 Deer Path Lane – Mr. Meigs said he was shocked after reading Wellington's letter and felt the issue was that the residents were not notified beforehand. He stated because the item appears on a council agenda, does not mean the people were aware of the issue. He indicated that Wellington needed to advise all the residents and explain what lead to the decision and the extreme action being taken and the Village's responsibility was to amend the letter and suggested a redress of the issue with proper discussion.

At this point in the meeting, the floor was closed for public comments.

Mr. Deering requested Wellington's letter be retracted and in the interim, the Board would continue to modify expenses. He discussed a questionnaire or a letter sent to be out to the residents in order to obtain their responses regarding the issue.

Mr. Arrieta asked for the procedure the Board needed to take in order for Wellington to rescind the letter of separation. Ms. Quickel asked the Board for the opportunity to discuss the Board's request with Wellington's Manager and Council and noted, technically Wellington's Council has acted and their decision was made regarding the issue.

Mr. Kurtz said in order to salvage the relationship with Wellington, his recommendation was to request a joint meeting with Council and have the Board explain they were not aware of any issues until they received the letter. He would send the request to Wellington but the likelihood was that the meeting date would be sometime in January. Ms. Quickel said the meeting could be a workshop instead of a meeting and asked for consensus from the Board in order to communicate their request to Wellington and start working on coordinating the workshop.

Board's consensus was to have Ms. Quickel move forward to communicate the Board's request to Wellington and coordinate the workshop with Council.

Mr. Arrieta suggested that the Board request Wellington to create a Request for Proposals based on the current level of service and afterwards the Board could review at a meeting and discuss the levels of service Wellington was recommending. The areas needed were; 1) Grading; 2) Spraying; 3) Mowing; 4) Administration.

Board's consensus was for Mr. Kurtz to draft a letter to Wellington requesting the creation of an RFP with the District's current levels of service along with the costs involved.

b. SFWMD Update

Mr. Kurtz said the letter authorized by the Board was delivered to SFWMD. He said his opinion was SFWMD owns the land and should pay the assessment monies because they did not challenge or object to the issue in a timely manner and would be subject to the assessment for the following budget year unless the Pine Tree Board decides to move forward with local legislation and directs staff to draft the letter within the next thirty days. He said if the assessment monies were not paid before the annual meeting, they would not be able to vote.

Board consensus was not to move forward with this issue at this time.

c. Certificate of Correction

Mr. Kurtz provided a brief summary of the issue and explained that he has reached out to the attorney that made the erroneous determination but has not received a reply. His suggestion was not to consider the Certificate of Correction at this time, but he would continue to engage with the attorney, Mr. Kleinman, and defer the results to another meeting.

Ms. Quickel recommended that Mr. Kurtz draft a letter stating that Pine Tree was currently not acting on the Certificate of Correction, and wait for their reply.

Board consensus was to have Mr. Kurtz draft and send a letter to the property appraiser's office stating that Pine Tree currently was not acting on the Certificate of Correction.

At this point, Ms. Fong reopened the floor for comments.

Mr. Meigs suggested moving towards a partial special assessment to replace the anticipated loss of \$50,000 in order for Pine Tree to have a cushion in the budget.

Ms. Quickel said additional information regarding the assessments and the year-end budget would be brought to the Board during the February 2017 meeting and staff would address the issue at that time.

VI. Board Comments

Ms. Quickel introduced the item.

There were no comments from the Board.

VII. Next Meeting – Monday, February 6, 2017 at 6:00 p.m. (Optional)

There being no comments from the Board, Ms. Quickel stated the next meeting would be held on Monday, February 6, 2017 at 6:00 p.m.

VIII. Adjourn

There being no further business to come before the Board, the meeting adjourned at 7:59 p.m.

Approved:

Maria Fong, President

Rachel R. Callovi, Secretary

FINANCIAL REPORT

PINE TREE WATER CONTROL DISTRICT

STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET QUARTER ENDED DECEMBER 31, 2016

	Special Revenue Fund
<u>ASSETS</u>	
Cash	\$ 224,519
Due from other governments	-
Total assets	<u>\$ 224,519</u>
<u>LIABILITIES AND FUND BALANCE</u>	
Liabilities:	
Accounts payable	\$ 1,274
Due to other governments	<u>25,340</u>
Total liabilities	26,614
Fund balance:	
Reserved for emergency	30,000
Unreserved	<u>167,905</u>
Total fund balance	<u>197,905</u>
Total liabilities and fund balance	<u>\$ 224,519</u>

PINE TREE WATER CONTROL DISTRICT

STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

QUARTER ENDED DECEMBER 31, 2016

	Special Revenue Fund
Revenues:	
Non-ad valorem assessments ⁽¹⁾	\$ 33,635
Investment income	178
Total revenues	<u>33,813</u>
Expenditures:	
Current:	
Canal weed control	2,549
Swale Mowing	5,570
Meeting Expense	300
Engineering & Legal	210
Administration	4,173
Total expenditures	<u>12,802</u>
Excess of revenues over expenditures	<u>21,011</u>
Fund balance/Net position, beginning of year	<u>176,894</u>
Fund balance/Net position, end of period	<u>\$ 197,905</u>

⁽¹⁾Represents portion of annual assessment collected during quarter ended 12/31/16. Annual assessment of \$17.50 on 2805.45 units; \$25.00 on 223.03 units and \$85.00 on 638.92 units.

PINE TREE WATER CONTROL DISTRICT

STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET TO ACTUAL QUARTER ENDED DECEMBER 31, 2016

	Original/ Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues:			
Non-ad valorem assessments	\$ 103,590	\$ 33,635	\$ (69,955)
Investment income	-	178	178
Total revenues	<u>103,590</u>	<u>33,813</u>	<u>(69,777)</u>
Expenditures:			
Current:			
Canal weed control	15,500	2,549	12,951
Drainage	20,000	-	20,000
Swale Mowing	51,000	5,570	45,430
Meeting Expense	500	300	200
Engineering & Legal	10,000	210	9,790
Administration	<u>22,800</u>	<u>4,173</u>	<u>18,627</u>
Total physical environment expenditures	<u>119,800</u>	<u>12,802</u>	<u>106,998</u>
Excess (deficiency) of revenues over expenditures	<u>(16,210)</u>	<u>21,011</u>	<u>37,221</u>
Fund balance, beginning of year	<u>176,894</u>	<u>176,894</u>	<u>-</u>
Fund balance, end of period	<u>\$ 160,684</u>	<u>\$ 197,905</u>	<u>\$ 37,221</u>

**PINE TREE WATER CONTROL DISTRICT
EXPENDITURE LIST
1ST QUARTER FY 2017 - OCT - DEC**

Vendor Name	Check Number	Amount
Maria Fong	3543	150.00
Travis Deering	456365	150.00
Board of County Commissioners	456218	210.00
Wellington Pro Lawn	3558	3,449.08
Wellington Pro Lawn	3717	2,121.00
Department of Economic Opportunity	456228	175.00
		6,255.08

PURCHASING CARD TRANSACTIONS

Vendor Name	Amount
Clark Aquatic Services - October	1,274.63
Clark Aquatic Services - November	1,274.63
2,549.26	

OTHER FEES

Vendor Name	Amount
Bank of America	123.03
Administrative Fee	3,875.00
3,998.03	

GRAND TOTAL

\$ 12,802.37

Board Member Maria Fong

Invoice to: Pine Tree Water Control District

Invoice for: Pine Tree WCD Meetings Attended

Meeting Date		Amount Due
2/6/2017		\$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	
2/6/2017		\$50.00
Total Due		\$ 50.00

OPERATIONS REPORT

MEMORANDUM

DATE: JANUARY 23, 2017
TO: PINE TREE BOARD OF SUPERVISORS
FROM: BILL CONERLY, PUBLIC WORKS DEPUTY DIRECTOR
CC: TANYA QUICKEL, DISTRICT MANAGER
RE: OPERATIONS REPORT

Roads

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

Dragged: November 8th, 14th, 21st, and 28th, December 5th, 12th, 19th, and 27th and January 3rd, 9th, 17th, and 23rd.

Graded: November 3rd and 17th Hollow Tree Lane and Deer Path only, December 1st Rustic Road and Hollow Tree Lane only, December 22nd all roads, and January 5th Hollow Tree only, and all roads on January 12th and 19th.

All roads checked on November 10th, December 8th, 15th and 29th.

Canals

Aquatic Weed Treatment report for Rustic Ranches is as follows:

10/25/2016 - Inspected C-K(N), C-I(S), C-T(N), C-T(S), and Treatment C-F(5) and C-H(5)

11/01/2016 – Inspected C-F(5), C-H(5), C-K(N), C-I(S), C-T(N), and C-T(S)

11/08/2016 – Inspected C-F(5), C-K(N), C-I(S), C-T(N), and C-T(S) and Treatment C-H(5)

11/15/2016 – Inspected C-F(5), C-H(5), C-K(N), C-I(S), and Treatment C-T(N) and C-T(S)

11/22/2016 – Inspected C-F(5), C-H(5), C-K(N), C-I(S), C-T(N), and C-T(S)

11/29/2016 – Inspected C-F(5), C-T(N), C-T(S) and Treatment C-K(N) and C-I(S)

12/06/2016 – Inspected C-F(5), C-H(5), C-I(S), C-T(N), C-T(s) and Treatment C-K(N)

12/14/2016 – Inspected C-F(5), C-H(5), C-K(N), C-I(S), C-T(N) and Treatment C-T(S)

12/20/2016 – Inspected C-F(5), C-K(N), C-I(S), C-T(N), C-T(S) and Treatment C-H(5)

1/03/2017 – Inspected C-F(5), C-H(5), C-K(N), C-I(S), C-T(N), and C-T(S)

1/10/2017 – Inspected C-F(5), C-K(N), C-I(S), C-T(N), and C-T(S) and Treatment C-H(5)

1/17/2016 – Inspected C-F(5), C-H(5), C-K(N), C-I(S), C-T(N), and C-T(S)

Rainfall data for November, December 2016, and January 2017 to date 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 October 3rd, November 3rd and December 1st.
- Canal Slopes – were cut on October 3rd (North and Center Canals), October 4th (West and Middle Canals), and December 1st (North and Center Canals), and December 2nd (West and Middle Canals).
- Swales were cut on October 1st, November 1st and December 1st.

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

Mosquito Control

Spraying (truck fogging) was completed on November 7th, 14th, 21st, and 28th, December 5th, 12th, 19th, and 26th, and January 2nd, 9th, and 16th.

Rainfall Data December 2016

Date	Pump Station #7 Flying Cow Rd & Southern Blvd	Structure 40 Flying Cow Rd.
December 2016		
1	0.26	
2	0.01	
3		
4		
5		
6		
7	0.02	
8		
9		
10	0.05	
11	0.16	
12	0.01	
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23	0.05	
24	0.05	0.1
25	0.22	0.04
26	0.03	
27	0.13	
28		
29		
30	0.03	
31		
Totals	1.02	0.14

Rainfall Data January 2017

Date	Pump Station #7 Flying Cow Rd & Southern Blvd	Structure 40 Flying Cow Rd.
Januray 2017		
1		
2		
3		
4	0.07	
5		
6		
7	0.06	
8	0.06	
9	0.01	
10	0.06	
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
Totals	0.26	0

Rainfall Data November 2016

Date	Pump Station #7 Flying Cow Rd & Southern Blvd	Structure 40 Flying Cow Rd.
November 7 2016		
1		
2		
3		0.02
4		
5		0.04
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16	0.01	
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28	0.02	
29	0.01	
30	0.01	
31		
Totals	0.05	0.06

ENGINEER'S REPORT

**PERMIT
APPROVAL**

S1 SITE PLAN
S2 WALKWAY PLAN



1. Contractor to follow 2014 Florida Building code and amendments as applicable and all local, state, and federal laws.
2. Contractor shall verify the existing conditions prior to commencement of the work. Any conflicts or omissions between existing conditions or the various elements of the contract shall be resolved by the architect and the contractor prior to the commencement of the work. Contractor and all subcontractors are responsible for all lines, elevations, and measurements in connection with their work.
3. Do not work on any existing structure until the existing structure is approved.
4. Contractor to pay for all permit fees, inspections, and testing required under applicable laws.
5. Contractor to verify location of existing utilities prior to commencing work.
6. Contractor to obtain all permits as necessary from all local, state, and federal agencies.
7. Contractor to properly fence and secure areas with barbed wire.
8. All existing conditions shall be verified by the contractor. The architect shall be submittal to the Engineer for approval prior to commencement of work.
9. All unanticipated or unforeseen demolition and/or new contractor conditions shall be reported to the Engineer. The architect shall note barbed shall be reported to the Engineer prior to commencement of work.
10. All new materials and/or patchwork shall be provided to matching existing materials and/or existing work when practical except as specifically noted below.
11. Licensed contractor shall use all possible care to protect all existing materials, surfaces, and furnishings from damage during all phases of construction.
12. Contractor shall be responsible for the protection of all existing work as required for the proper execution of the work.
13. The contractor shall conform to all requirements of all applicable laws and all administrative body having jurisdiction in all such pertaining circumstances.
14. Licensed contractor to verify location of existing utilities prior to commencing work.
15. All elevations shown refer to national geodetic vertical datum (NGVD) of 1928.

WALWAL

16. Contractor to construct a new, 76"x5" wood equestrian walkway, over the drainage ditch, as follows:
 - 16.1. Contractor to utilize 18" new, 12", wood planks, driven to 10 inch compression.
 - 16.2. Piles are to cut off below decking.
 - 16.3. Decking is to be 2x6, 12' long and double secured with stainless steel hardware, using 2x4-balls, lag-bolts, and lumber sub-attacher framing system.
- 16.4. Contractor to install 2" to 3rd moirae decking boards secured with (2) S.S. screws per attacher.

1. **Pile driving operations shall be observed by a special inspector, including test piles sufficient to determine the approximate length required to meet design capacity.**
2. **Pile caps shall be constructed of approved cushion block consisting of material so arranged as to provide the transmission of the hammer energy.**
3. **Pile caps shall be driven to required capacity a minimum of 6 feet into rock or a minimum of 10 feet into yielding material.**
4. **Pile shall be driven with a drop hammer or gravity hammer providing energy of not less than 3000 pounds, and the fall of the hammer shall not exceed 6 feet.**
5. **Pile shall be driven with a variation of not more than $\frac{1}{4}$ per cent from the vertical, or from the batter line indicated, with a maximum deviation of 12 inches from the position shown on the plans or more than 3 inches.**
6. **Where piling must penetrate strata offering high resistance to driving, the structural engineer of record or special inspector may require the use of a pile with a larger diameter punch hole. The pile shall reach their full penetration by driving.**

1. All structural timber framing shall be #2 Grade, pressure treated Southern Pine unless otherwise noted.
2. All decking shall be #1 Grade, pressure treated Southern Pine unless otherwise noted.



Revision:

JHN H. OMSLAER
RFA #0233

Case File Number: SEM-16381.dwg

Scale: as noted	
Project Name: LG	Project No:

Design: J.O. SEM-16361

Drawn: F.A.R.
Checked: J.O.

Date: 8/30/16 51

ATTORNEY'S REPORT

**MANAGEMENT
COMPANY
PROPOSALS**

PROPOSAL

Prepared for: Pine Tree Water Control District, Attn: Angie Adorno, aadorno@wellingtonfl.gov

Date: December 19, 2016





Monday, December 19, 2016

Ms. Angie Adorno
Pine Tree Water Control District

Subject: Quote For Special PTWCD Management and Operational Services

Dear Ms. Adorno,

We appreciate the opportunity to provide this proposal to provide Management and Operational Services for the Pine Tree Water Control District, a special purpose unit of local government located in Palm Beach County, Florida.

Munilytics has provided district management services since 2003. Our fees are all inclusive of all services requested under your quote document, including financial related options. We have over 35 years of experience in management of local government operations. We have attached our contact information for our current special district clients and have also listed some other relevant past local government contracts under which we have operated.

You may find more information about our company at www.munilytics.biz. Should you need further information regarding our quote, please feel free to contact me at 954-903-0712 x205.

Thank you for the opportunity to provide you a quote for these services.

Cordially,

A handwritten signature in black ink, appearing to read "Chris Wallace", with a long, sweeping underline.

Christopher Wallace

I. Current Special District References:

Belmont Lakes Community Development District

We provide full management and operational services for the District, including roadways, waterways, stormwater drainage, security, landscaping, and facilities maintenance.

Contact: Mr. Dominick Madeo, Chair
15240 SW 16th Street
Davie, Florida 33326

Phone: 954.907.5931

Pembroke Harbor Community Development District

We provide full management and operational services for the District, including stormwater drainage and underground utilities.

Contact: Ms. Karena Bland, Chair
14380 SW 11th Street, #902
Pembroke Pines, FL 33027

Phone: 305.512.3164

Email: kebland24@gmail.com

II. Prior Special District Operations:

Coral Bay Community Development District (New Community Strategies)
Aqua Isles Community Development District
Indian Trail Improvement District (New Community Strategies)
Tindall Hammock Irrigation and Soil Conservation District (New Community Strategies)

III. Municipal Clients:

City of West Park. Provide Finance Department and Special Assessment services to the City.

Contact: Mr. Ajibola Balogun, City Administrator
1965 S. SR-7
West Park, FL 33023

Phone: 954-989-2688

Email: abalogun@cityofwestpark.org

Town of Davie. Provide Special Assessment services to the Town.

Contact: Mr. William Ackerman, CPA, Budget and Finance Director
6591 SW 45th Street
Davie, FL 33314

Phone: 954-797-1050

Email: William.Ackerman@davie-fl.gov

Town of Southwest Ranches. Provide consulting, billing and collection, and Special Assessment services to the Town.

Contact: Mr. Martin Sherwood, CPA, Finance Director
13400 Griffin Road
Southwest Ranches, FL 33330

Phone: 954-434-0008

Email: msherwood@southwestranches.org

City of Cooper City. Provide Special Assessment and consulting services to the City.

Contact: Mr. Horacio Montes de Oca, CPA, Finance Director
9090 SW 50th Place
Cooper City, FL 33328

Phone: 954-434-4300

Email: horaciom@coopercityfl.org

City of Parkland. Provide Special Assessment and consulting services to the City.

Contact: Ms. Nancy Morando, CPA, Acting City Manager
6600 University Drive
Parkland, FL 33067

Phone: 954.753.5040

Email: nmorando@cityofparkland.org

Delray Beach Community Redevelopment Agency. Tax Increment Financing Analysis and Forecast.

Contact: Mr. Jeffrey Costello, Executive Director
20 North Swinton Avenue
Delray Beach, FL 33444

Phone: 561.276.8640

PINE TREE WATER CONTROL PTWCD

QUOTE FOR SPECIAL PTWCD MANAGEMENT & OPERATIONAL SERVICES

ANNUAL FEE SCHEDULE

Each contractor wishing to quote contract must submit this completed fee schedule. Failure to submit a completed fee schedule will result in non-consideration.

<u>SCOPE OF WORK</u>	<u>TERMS</u>	<u>AMOUNT</u>
Management Services	Annual Fee, Paid 1/12th Monthly	\$12,800
Financial Services	included in fee	
Financial Advisor	included in fee	
Collection Agent	included in fee	
Assessment Roll	included in fee	
Computer Services	included in fee	
Operational Services (Mowing Contract, Aquatic Weed Contract, Roadway Maintenance Contract*:	Contracts Will Be Managed Under Fee	
Expense Reimbursement	As approved by Board in advance	

**Current contracts for landscape maintenance and aquatic weed control are transferable.*

Submitted by: **Christopher Wallace, President** Name of Company **Munilytics**
 Print Name, Title

 Signature
 Address **7320 Griffin Road, Suite 102**
Fort Lauderdale, FL 33314
 Telephone **954.903.0712 x205**

Note: In addition to submitting the completed Quote, you may also include any other additional materials, brochures, references, etc., relevant to the Quote.



Pine Tree Water Control District MANAGEMENT PROPOSAL

December 15, 2016



December 15, 2016

Angie Adorno
Pine Tree Water Control District
aadorno@wellingtonfl.gov

Re: Pine Tree Water Control District

Dear Ms. Adorno:

Thank you for the opportunity to present our proposal to serve as District Manager for the Pine Tree Water Control District. Special District Services, Inc. (SDS) offers the expertise and knowledge to serve as your District Manager from our offices in Palm Beach Gardens, Miami Lakes, and Miami.

SDS currently manages 80 special districts in Florida with twenty employees who are specialists in their respective fields of management, finance and administration. We are confident that we can offer you a seamless transition.

On the following pages you will see the benefits that Special District Services, Inc. can provide and how we separate ourselves. Should you have any questions, visit our website at www.sdsinc.org or call us toll free at 877-SDS-4922, or at 561-630-4922. We look forward to the opportunity to serve the Pine Tree Water Control District.

Sincerely,

Todd Wodraska
President
Special District Services, Inc.



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About Special District Services

Special District Services, Inc., was founded in 1993 by Peter L. Pimentel and Robert D. Norris to provide contract management services to special districts. They recognized that public/private partnerships in the form of special taxing districts are an essential ingredient for the successful delivery of public infrastructure in the State of Florida. SDS offers its clients access to its team of professionals dedicated to management at a substantial savings over full-time employees.

SDS has grown its business with more than 75 special districts under management, more than \$35 million in operating budgets, and over \$1.24 billion in debt service to administer. Our staff complement of 20 full-time employees offers six District Managers, and full-service finance and administrative departments that can handle the needs of any special district. We have offices in Palm Beach Gardens, Miami Lakes, Kendall and Bonita Springs.

SDS has established a reputation in the state as one of the premier management firms that can offer unique solutions for infrastructure improvements.





SDS Organization

The SDS organizational structure is designed to provide the most effective and efficient service for the Districts we manage.

At the top of any organizational structure is the District's Governing Board, typically a Board of Supervisors. The Board's role is to set policies, adopt rules, procedures, fees, assessments, designed to address the needs of the District. Our commitment to the Board is not only to ensure all necessary and required duties are met, but also to ensure that Board members are fully supported and informed of their responsibilities.

Each district is assigned a District Manager who is the point person and is tasked with the responsibility of implementing Board directives as efficiently as possible. The District Manager is responsible for the administration of the District and participates at District Board meetings, coordination meetings with various staff, in-house and contracted attorneys and financial consultants, regulatory agencies, vendors, tenants and other persons or entities. The District Manager directs the day-to-day administrative functions of the District.

The day-to-day accounting and ministerial tasks of the District are performed in the SDS office. The office is staffed with a highly qualified compliment of employees that are knowledgeable in District affairs and experienced in all aspects of District administration and accounting, including record keeping and records retention.





Management Approach

The management of any special district requires the work of a team.

Administration

The administration of any District requires compliance with the legislation that created the District. SDS is well versed in all Florida Statutes that touch special districts, especially Chapters 163, 170, 189, 197, 198, 298, and 418. We also stay abreast of any legislative changes that have been made or more importantly on the horizon.

Administration is handled primarily from our headquarters in Palm Beach Gardens but one of our District Managers is assigned to be the point person for each district. Our team of administration handles all of the pre and post-meeting work to ensure compliance and a well-run meeting. Additionally, anyone who calls our office during office hours will be greeted by a receptionist who will direct the call to the appropriate person to provide a personal touch.

Financial Accounting and Budgeting

SDS prepares annual budgets and is responsible for keeping the financial and other records necessary for the administration and operation of the District and otherwise required by law. SDS also performs all accounting functions of the District and administers the assessment programs, both capital and operational.

We also coordinate the annual independent audit to ensure compliance. All of the checks that come from our office require two signatures and appropriate backup material to withstand the scrutiny of an audit.



Financing (Bonding or Loans)

SDS personnel have extensive experience in the financing of Special Districts. Accordingly, SDS assists the District's financing team as necessary with the analysis of the financing options, preparation of the methodology reports necessary for the proper allocation of assessments to the benefited properties, validation of the bonds and testifying as an expert witness during the validation hearing(s), and working with the Trustee(s) on the distribution of funds for the various projects.

Operations

When required, SDS manages the day-to-day operational activities of the District. This activity includes, but is not limited to, preparation of bid documents and specifications for services, management of the competitive bidding process, overseeing contractor performance and management of District personnel (if any).





Executive Management

Todd Wodraska, President

Mr. Wodraska joined SDS in 2005 as a District Manager and now serves as the President of the firm. His prior experience includes six years on Wall Street selling and trading taxable bonds at Smith Barney and William R. Hough & Co. In addition, he was the Chief Financial Officer for Emerge Consulting in West Palm Beach, where he served as a consultant on the Comprehensive Everglades Restoration Plan program management team at the South Florida Water Management District.

Todd is a Florida State University graduate and received his Masters in Business Administration from the Jesse H. Jones Graduate School of Management at Rice University. In 2004 he was elected to the Jupiter Town Council and also serves as a Commissioner for the Town of Jupiter's Community Redevelopment Agency. He is a Board Member for the Florida League of Cities and the Association of Special Districts. He is a Past President of the Palm Beach County League of Cities and a graduate of Leadership Florida Class 31.



Peter L. Pimentel, Founder

Mr. Pimentel has many years of experience with government and, more importantly, special districts. From 1979 to 2003, he was the Executive Director of Northern Palm Beach County Improvement District and has been responsible for



more than \$300,000,000 in public financing for development in Northern Palm Beach County. Pete has been instrumental in the passage of special district laws and continues to work with the Florida Association of Special Districts in this regard. His public financing experience was instrumental in securing financing for Loxahatchee River Environmental Control District (ENCON) for a regional wastewater collection, treatment and disposal system during his tenure with that agency. Pete is considered one of the pioneers of special districts in Florida.



District Managers

Kathleen M. Dailey

Ms. Dailey joined SDS in 2015 to manage the expanding Southwest Florida District. With over 27 years experience in municipal operations, Ms. Dailey has held City Manager and Deputy City Manager positions with full-service communities throughout the state of Florida varying in demographics, size and budgets. Her background includes working with the southwest Florida cities of Venice and Punta Gorda, the southeast cities of Boca Raton, Ocean Ridge, Highland Beach and Oakland Park, and the central Florida city of Kissimmee. Of note, her tenure with the City of Punta Gorda was following the devastation of Hurricane Charley, where she was an integral part of a community having to rebuild - including planning, community outreach and building consensus with diverse groups and competing interests in recovery strategies. Specializing in Human Resources, Labor Negotiations, Citizen Collaboration, Public Relations and Communications, Ms. Dailey brings an approachable and trusted leadership style that is responsive to our growing districts and the Boards governing those districts.



A native of Ohio, Ms. Dailey received her B. A. in Communications and M. A. in Public Administration from Bowling Green State University in Bowling Green, Ohio. She is also trained in the Dale Carnegie Leadership methods and in National Incident Emergency Management (NIMS). She is an active member of the International City/County Management Association (ICMA), the Florida City/County Management Association (FCCMA), a graduate of Leadership programs in Sarasota, Boca Raton and Charlotte County and former president of South Sarasota County United Way.

Jason Pierman



Mr. Pierman joined SDS in 2006, having returned to South Florida from Columbus, Ohio, where he worked for BISYS Fund Services, Inc. During Mr. Pierman's time in the mutual fund servicing industry, he worked as an Instructional Designer and then Manager of a multi-client call center. He brings a well-rounded skill set to the company with his background in media and finance, having experience in project management, customer service, client relations, crisis management, policy writing and technical instruction.

Jason is a graduate of Denison University with a BA in Media Technology and Arts. He utilizes this skill set in overseeing SDS' technical services and marketing initiatives. Jason also serves on The Benjamin School Alumni Council and is a member of the Board of Directors of The Friends of the Gale Academy of Environmental Science and Technology at Forest Hill Community High School.



District Managers

Neil Kalin

Educated in Canada and receiving a BSc Degree in Agronomy (Honors Microbiology) from the University of Guelph. Shortly after his graduation in 1974 Neil moved to the Sunshine State. His career path led him into Land Development and Golf Course Construction/ Management, a field that he worked in for nineteen years. From 1993 until 2006 he held the position of District Director at South Broward Drainage District in southwest Broward County. Here he was in charge of managing the water resources in an area of 73 square miles that experienced extreme urban growth and development.

Through his tenure at the district he was responsible for several storm water special assessment projects initiated to provide enhanced flood protection and water management to the residents of the district. At the time of his departure from South Broward Drainage District the population in the District had reached approximately 250,000. Neil, who prides himself on being adaptable, motivated and an effective problem solver brings to the firm as a professional a strong administrative, project and government management background.



Gloria Perez

Mrs. Perez joined the team at Special District Services, Inc. in 2014, opening an office located in West Kendall. Mrs. Perez has extensive experience in Property Management, Construction Development and Business Development in South Florida. Her career started in Property Management where she acquired her Florida State Community Association Managers License in 1995 (currently active) and worked with several local Homeowner and Condominium Associations. She then

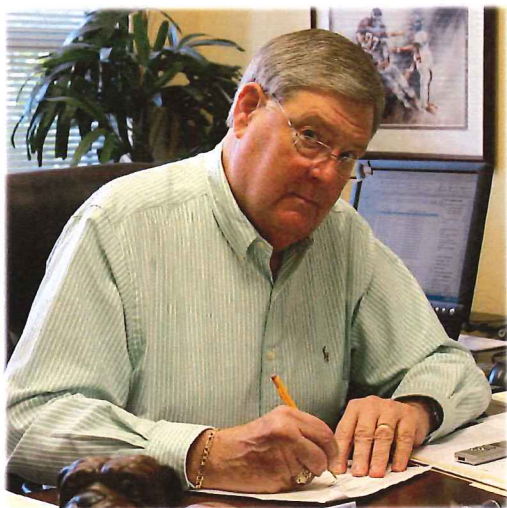


merged into the Construction industry by way of Miller and Solomon where she was a Project Coordinator; ultimately owning her own construction company, Champ Construction Group, Inc., successfully for over 16 years as President. Later in her career she specialized in Business Development and also served as Regional Manager for a Fortune 500 Company, Kelly Services.

Mrs. Perez attended Florida National College for Intro to Law, Florida Atlantic University for Construction Management and Miami-Dade College for Certifications. She is fluent in both English and Spanish. Mrs. Perez is a proud and active member of the Miami Community where she was raised. She continues to expand her networking relationships within South Florida through Special District Services, Inc. Mrs. Perez is honored and enthusiastic about being a part of the SDS team and is working toward establishing and expanding business in Miami-Dade.



District Managers



Richard Ellington

Mr. Ellington practiced law in Palm Beach County for nearly 30 years prior to joining SDS in 2005. During the time he practiced law, he served as the County Attorney for Palm Beach County before entering private practice where his primary practice areas were public finance, real estate and governmental law. Mr. Ellington has participated in over \$1 billion of public debt financings.

Mr. Ellington is a native of South Florida. He holds a B.A. in political science from Mississippi State University and a J.D. from the University of Mississippi School of Law. Mr. Ellington has been very active in the community serving as an Elder and Treasurer of Memorial Presbyterian Church, a founding member of the Past Presidents of Palm Beach County Sports Commission, former member of the Orange Bowl Committee and Vice Chairman of the Super Bowl XXIX and XXXIII Host Committee.

Testimonials

“I have worked with SDS for the past two years. They bring a lot of experience and knowledge to our district, especially in helping us solve some problems with our community lakes. Our manager was involved in building communities like ours so he knows the problems we face and how to solve them. He also has great communication skills, letting us know the status of projects and possible solutions. In fact, we just refinanced our bond issue. He brought it to our attention that it would be beneficial for our district to refinance and helped to set it up. It is saving our community money, which all of our home owners appreciate.”

- **Harry Barford, Chairman, Verona Walk CDD**

“When I became the Utilities Director for St. Lucie West I wanted to find another company to handle our accounts payable, payroll, book keeping, and other accounting needs. We also wanted a better financial reporting system so we could see our financial situation on a month to month basis and make adjustments to our budget quickly if necessary. SDS was very accommodating to our needs and created a specialized expense report so we could track things more easily. During the process of choosing a new firm, SDS shined against the competition because of their long history and experience with managing special districts. We really enjoy working with them and highly recommend their services.”

- **Dennis Pickle, District Manager, St. Lucie West Services District**

“We have had several community managers for Barefoot Bay in recent years. Since we hired SDS to manage our district, the managers have done very well. I appreciate SDS for the amount of work they have done in hiring new managers for us and the immense amount of work they have saved us. When hiring a new manager, they solicit; they screen, and manage the person. They really know what we need. They understand our District and they find the right person for the job.”

- **Louise Crouse, Former Treasurer, Barefoot Bay Recreation District**



SDS Services

Landowner Consultation

SDS personnel have experience in assisting landowners and developers with finance planning, construction phasing and development of projects.

Intergovernmental Coordination

SDS personnel have experience coordinating with local, state and federal agencies for permits and other forms of approvals.

Lobby Service

SDS personnel are registered lobbyists in several counties and cities in Florida.

Risk Assessment

SDS personnel have experience in providing risk assessment analysis during the creation of new districts and on an ongoing basis for existing districts.

Special District Formation

SDS personnel have experience in the formation of special tax districts, including community development districts, special act districts and dependent districts.

Special District Legislation

SDS personnel have experience in drafting petitions and legislation for special districts.

Construction Administration

SDS personnel have experience administering construction contracts and processing payment applications.

Utility Administration

SDS personnel have experience in administering the operation of utility systems, including rates and permitting.

Permitting

SDS personnel have experience in processing permit applications and the coordination necessary for their issuance.

Environmental Mitigation

SDS personnel have experience in environmental mitigation and preservation of natural areas, including restoration and maintenance.

Platting

SDS personnel have experience in the platting of land, specifically with regard to the requirements of special districts.

Public Bidding

SDS personnel have experience in the public bidding requirements for governmental entities, including special districts.

Specifications and Contract Documents

SDS personnel have experience in preparing and reviewing specifications and contract documents for service contractors such as aquatic weed control, mowing, lake maintenance and preserve maintenance.

Comprehensive Plan & Land Development Regulations

SDS personnel have played leadership roles in developing State required Comprehensive Plans for existing and newly formed municipalities and have drafted Land Development Regulations consistent with Comprehensive Plan objectives and community initiatives.

Website Management

SDS personnel have the experience and expertise to create and keep district websites up-to-date and in compliance.

Conventional Financing

SDS personnel have extensive private sector conventional financing experience to serve client financing needs and/or effectuate cost savings associated with refinancing/refunding previously issued debt.



Bonds and Assessments

SDS currently manages over 75 Special Districts, which have issued bonds in excess of \$1.24 billion. Our expertise includes:

- Issuing of the Statement of Regulatory Costs
- The preparation of Special Assessment Methodology Report
- Assisting in the preparation of Limited Offering Documents
- Providing expert witness testimony in validation proceedings

We also work with more than a dozen County Tax Collectors to collect the assessments that each district levies on the property owners who have benefited from the improvements to their land. Our services include the preparation and submittal of the annual assessment roll. Once the respective counties receive the money via the annual tax bill they forward our client's portion to us for the payment of operation and maintenance of the infrastructure and the annual debt service payments.

SDS is constantly in contact with the various lending institutions looking for opportunities in land financing or re-financing to save property owners money.





SDS Experience

SDS has extensive experience in establishing, managing and operating Special Districts.

Listed below are the Special Districts SDS currently manages, most of which were formed by our team of professionals.

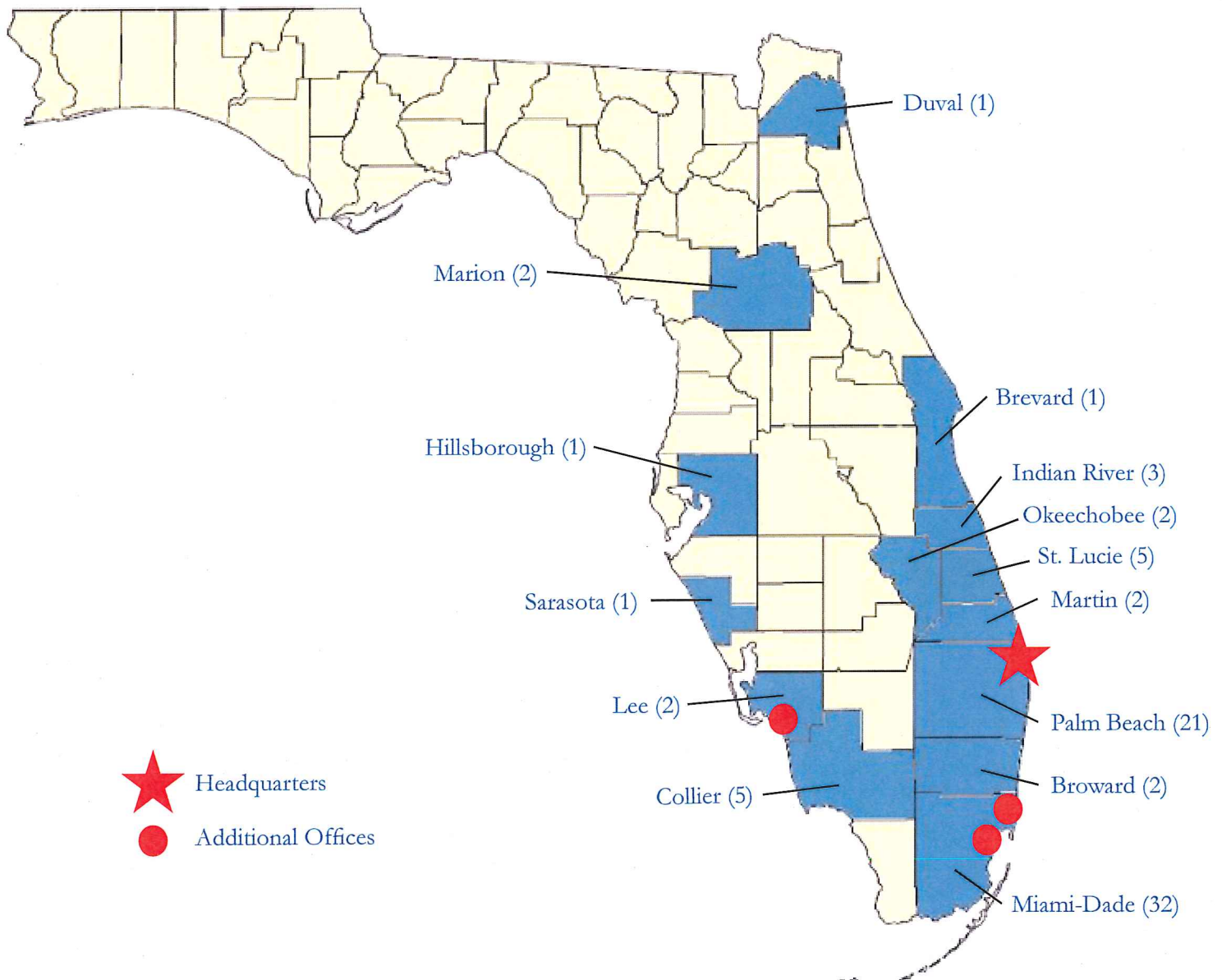
A.H. at Turnpike South CDD
Arborwood CDD
Ave Maria Stewardship Community District
Barefoot Bay Recreation District
Bayi CDD
Beeline CDD
Bluewaters CDD
Capron Trail CDD
Captain's Key Dependent District
Caribe Palm CDD
Century Gardens CDD
Century Gardens at Tamiami CDD
Century Gardens Village CDD
Century Parc CDD
City Place CDD
Coco Palms CDD
Cold Springs Improvement District
Copperhead CDD
Crestview II CDD
Crestview West CDD
Cutler Cay CDD
Cypress Lakes CDD
Florida Green Finance Authority
Fountainbleu CDD
Grand Bay at Doral CDD
Grove Community District
Gulfstream Polo CDD
High Ridge/Quantum CDD
Hobe St. Lucie Conservancy District
Hypoluxo/Haverhill CDD
Indian River Hospital District
IRL Council
Islands at Doral (NE) CDD
Islands at Doral (SW) CDD
Journeys End CDD
Kendall Breeze CDD
Kendall Breeze West CDD
Keys Cove CDD
Keys Cove II CDD
Keys Edge CDD
Lake Frances CDD
Marsh Harbour CDD
Meadow Pines CDD

SDS Facts

Founded:	1993
Headquarters:	Palm Beach Gardens, FL
Staff Size:	20
Offices:	4
Districts Formed:	63
Districts Currently Managed:	80
Counties Operating In:	14
Total Operating Budgets	\$35.6+ million
Total Bonds Administered	\$1.24+ billion

Monterey/Congress CDD
North Shore Village CDD
Pal Mar Water Control District
Palm Beach Plantation CDD
Pentathlon CDD
Principal One CDD
Quantum Park Overlay Dependent District
Quarry CDD
Renaissance Commons CDD
Riverside Park CDD
Sail Harbour CDD
Sausalito Bay CDD
Sebastian River Improvement District
Silver Palms CDD
Sonoma Bay CDD
South Bay CDD
St. Lucie West Services District
Summerville CDD
Sunnyland Farms CDD
Terracina CDD
Thousand Oaks CDD
Trails at Monterey CDD
Tree Island Estates CDD
Two Lakes CDD
Utopia CDD
Valencia Acres CDD
Venetian Isles CDD
Venetian Parc CDD
Veranda CDD
Verona Walk CDD
Village Walk of Bonita Springs CDD
Vista CDD
Walnut Creek CDD
West Villages Improvement District
Winding Cypress CDD
Winston Trails CDD (East)
Wyndam Park CDD

District Locations



Florida Business License



I certify from the records of this office that SPECIAL DISTRICT SERVICES, INC. is a corporation organized under the laws of the State of Florida, filed on January 11, 1993 .

The document number of this corporation is P93000003074.

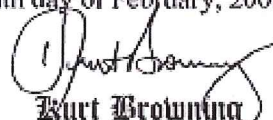
I further certify that said corporation has paid all fees due this office through December 31, 2008, that its most recent annual report/uniform business report was filed on February 4, 2008, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.



CH2E022 (01-07)

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capitol, this the
Eighth day of February, 2008


Kurt Browning
Secretary of State



References

Rick Melchiori

Chair, Hobe St. Lucie Conservancy District
1701 Hwy. A1A, Suite 204
Vero Beach, FL 32963
(772) 234-5234
rmelchiori@beckerholding.com

David Genson

Barron Collier
2600 Golden Gate Parkway
Naples FL 34105
(239) 262-2600
dgenson@barroncollier.com

Dennis Pickle

Manager, St. Lucie West Services District
450 SW Utility Drive
Port St. Lucie, Florida 34986
(772) 340-0220
dpickle@slwsd.org



Pine Tree Water Control District Fee Proposal

Management Fee \$24,000

Assessment Roll \$3,000

SDS will provide those services necessary for the management and operation of the District including, but not limited to, preparation of agendas, legal advertisements, minutes of meetings, communications and coordination with other governmental agencies and District professionals, general supervision, and day-to-day management of the operations of the District in accordance with the provisions of Chapter 190 and Chapter 189, Florida Statutes. This fee contemplates a maximum of twelve meetings per year.

SDS will maintain the District books, accounts, records, purchasing procedures and financial reporting procedures, write all checks and prepare financial reports, including bond issue requirements.

SDS will prepare and submit the annual assessment roll to County Tax Collector following adoption by the District on an annual basis.



PINE TREE WATER CONTROL PTWCD

QUOTE FOR SPECIAL PTWCD MANAGEMENT & OPERATIONAL SERVICES

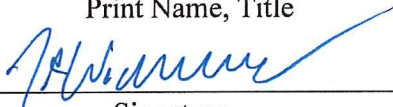
ANNUAL FEE SCHEDULE

Each contractor wishing to quote contract must submit this completed fee schedule. Failure to submit a completed fee schedule will result in non-consideration.

SCOPE OF WORK	TERMS	AMOUNT
Management Services		\$24,000
Financial Services		Included
Financial Advisor		Included
Collection Agent		Included
Assessment Roll		\$3,000
Computer Services		Included
Operational Services (Mowing Contract, Aquatic Weed Contract, Roadway Maintenance Contract*:		Included
Expense Reimbursement	Additional as incurred	

**Current contracts for landscape maintenance and aquatic weed control are transferable.*

Submitted by: Todd Wodraska, President Name of Company: Special District Services, Inc.
Print Name, Title

 Address: 2501A Burns Rd
Signature

Telephone 561-630-4922 Palm Beach Gardens, FL 33410

Note: In addition to submitting the completed Quote, you may also include any other additional materials, brochures, references, etc., relevant to the Quote.

From: Angeleigh Adorno
Sent: Monday, December 19, 2016 2:29 PM
To: 'Jason Pierman'
Cc: Todd Wodraska
Subject: RE: Pine Tree Water Control District Management Proposal

Good afternoon,

We received the following questions regarding the above reference quote.

1. How many meetings were there last year and how long did each meeting last? For Fiscal Year 2016, there were 4 regular meetings and 1 special meeting. Meetings range in length from 30 minutes to 1.5 hours, on average.
2. Does the Board want verbatim minutes or summary minutes or do they have a preference? The Board is very cost conscious. Summary minutes or action items have been provided.
3. Can you please provide us the number of checks issued during the last fiscal year? 41
4. The quote seems to want the management company to assume the existing contracts for landscape and waterway maintenance. are those contracts currently in the District's name? Are they wanting the prospective management company to assume the maintenance responsibilities directly or manage them for the District? The existing contracts can be continued or they can be cancelled. The overall contracts are in the Village of Wellington/Acme's name, with the work for PTWCD as a separate addendum.
5. Are the elected officials paid and, if so, how much and when? \$50 per meeting (excluding the SFWMD Board member).
6. on what platform are the current accounting records kept? Naviline/Sungard
7. What are the duties and functions of the District Engineer? Those specified pursuant to Chapter 298.16, F.S.

If you think these questions will change your proposal, you can submit a revised proposal. If you would like to submit a revised proposal, please email it to me no later than 5:00pm on Tuesday, December 20, 2016.

Please let me know if you decide to leave the proposal as is or revise it.

Thank you,
Angie

Angie Adorno | Accounting Technician, Senior | Village of Wellington | 12300 Forest Hill Blvd | Wellington, FL 33414
Tel: 561-791-4110 | aadorno@wellingtonfl.gov | www.wellingtonfl.gov

TURNOVER TIMELINE

PTWCD Turnover Timeline

Date	Description	Notes
4/17/2017	Next PTWCD Meeting Draft 2017/2018 Budget Presentation	Board Selects Management Company
6/19/2017	Annual Landowners Meeting TRIM Budget Approval	New Management Company and Wellington coordinate meeting together
8/21/2017	Budget Approval	New Management Company holds this meeting and those going forward

BID REQUEST

**QUOTE FOR SPECIAL
PTWCD MANAGEMENT
& OPERATIONAL
SERVICES**

PINE TREE WATER CONTROL DISTRICT PTWCD

QUOTE FOR SPECIAL PTWCD MANAGEMENT & OPERATIONAL SERVICES

Purpose: The Pine Tree Water Control District PTWCD (hereinafter referred to as the PTWCD) wishes to enter into a contract with a contractor to perform independent Special District management and operating services pursuant to Chapter 298.15, Florida Statutes.

Description: The PTWCD is located in Wellington, Florida (Palm Beach County).

Scope of Work: The Contractor shall provide all personnel, equipment and materials to perform PTWCD management services, but not limited to:

- I. Administrative and Management Services
 1. Attend and conduct all regularly scheduled and special Board of Supervisors' meetings, landowners' meetings, continued meetings, hearings and workshops as well as attend and conduct landowner elections. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
 2. Prepare agenda packages for transmittal to Board of Supervisors and staff seven (7) days prior to Board of Supervisors' meeting. Prepare meeting materials for other meetings, hearings, etc. as needed.
 3. Provide accurate minutes for all meetings and hearings, including landowners' meetings.
 - a. These responsibilities include such items as:
 1. Custody of the PTWCD's Seal
 2. Making available to PTWCD Board and staff copies of minutes
 3. 30 days after initial recording
 4. Records custodian and records management liaison with State of Florida and other applicable government agencies overseeing the storage of inactive files and destruction of obsolete files.
 5. Maintaining and safeguarding the minutes of public meetings, Resolutions, contracts and agreements.
 6. Responding to public record requests.
 4. Ensure compliance with Federal and/or State law affecting the PTWCD which include but are not limited to the following:
 - a. Report annually the number of registered voters by the required deadline of each year.

- b. Property notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, all other required notices of meetings, hearings and workshops.
 - c. Provide required information to the Department of Community Affairs, the County, the Auditor General, and all other state or local agencies with reporting requirements for the PTWCD.
- 5. Implement and maintain a document management system to create and save documents, and provide for the archiving of PTWCD documents.
- 6. Protect integrity of all public records in accordance with the requirements of applicable law. Respond to public record requests as required by law.
- 7. Maintain "Record of Proceedings" for the PTWCD with Palm Beach County which includes meeting minutes, agreements, resolutions and other records required by law.
- 8. Ensure PTWCD is in compliance with administrative and financial reporting for PTWCD.
- 9. Assist in negotiations of contracts, as directed by the Board of Supervisors.
- 10. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the PTWCD.
- 11. Make recommendations to contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
- 12. Provide contract administration and supervision of all contracts, as directed by the Board.
- 13. The Manager shall implement the policies established by the PTWCD, in connection with the operation of the PTWCD.
- 14. Serve as liaison with County and State agencies, including the Supervisor of Elections, Taxing officials and the Department of Community Affairs.
- II. Financial Services
 - 1. Accounting
 - a. Establish, maintain, continue Fund Accounting System in accordance with federal and state law as well as

- Government Accounting Standard Board and the Rules of the Auditor General. Prepare monthly balance sheet, income statement(s) with budget to actual variances.
- b. Prepare Public Depositor's Report and distribute to State.
 - c. Prepare all other financial reports as required by applicable law and accounting standards.
 - d. Account for assets constructed by or donated to the PTWCD for maintenance.
 - e. On or before Oct. 1 of every year, prepare an annual inventory of all PTWCD owned tangible personal property and equipment in accordance with all applicable rules and standards.

2. Budgeting

- a. Prepare budget, budget resolutions, and backup material for and present the budget at all budget meetings, hearings and workshops. The budget is to be done in accordance with state law standards, and consistent with applicable Government Finance Officers Association and Government Accounting Standard Board standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
- b. Administer Adopted Budget of the PTWCD.
- c. Transmit proposed budget to local governing authorities in the required timeframe prior to adoption.
- d. File all required documentation with the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction.
- e. Prepare and cause to be published notices of all budget hearings and workshops.
- f. Prepare year-end adjusting journal entries in preparation for annual audit by Independent Certified Public Accounting Firm. Prepare all budget amendments on an outgoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the Independent auditor.

3. Revenue Collection

- a. Administer collection and disbursement of assessments, fees, and charges and all revenues of the PTWCD in accordance with Florida law governing the uniform method of assessing, levying and collecting special assessment.
- b. Recommend enforcement actions to ensure payment as needed.

- c. Prepare monthly financial reports showing revenues and expenses for the month in comparison to annual budget, noting variances. Investigates reasons for variances and report to Board.
 - d. Prepare and refine a property database.
 - e. Prepare annual tax roll. Certify roll either to the County, or direct bill and collect (or both), as appropriate.
 - f. Issue certificates of correction, etc. as needed.
4. Accounts Payable/Receivables:
- a. Administer the processing, review and payment of all invoices and purchase orders. Ensure timely payment of PTWCD bills is made.
 - b. Prepare accounts payable and present to Board of Supervisors for approval or ratification.
 - c. Report cash balances by fund.
 - d. Maintain checking accounts with qualified public depository.
5. Capital Program Administration
- a. Maintain proper capital fund and project funding accounting procedures and records.
 - b. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustees, transmittal of annual audit and other information to dissemination agent (if other than manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update, etc.
 - c. Arrange for preparation of and transmit Public Facilities Report to the appropriate agencies.
 - d. Prepare annual debt service fund budgets. Work with taxing officials to assure correct application of revenues and proper routing of payments to the trustee to assure proper bond debt pay-off. Track and account for debt service payments and prepayments and process debt lien releases.

Note: PTWCD has no debt.

6. Purchasing:
- a. Assist in selection of vendors as needed for services, goods, supplies, and materials. Obtain pricing proposals as needed and in accordance with PTWCD rules and State law.
 - b. Prepare QUOTES, RFPs for services needed, including, when requested, preparation of specifications and bid

documents for various professional, construction, and maintenance services.

- c. Prepare and process requisitions for capital expenses, in coordination with PTWCD Engineer.

7. Investment Services:

- a. All investments shall be made pursuant to applicable law and policies approved by the Board of Supervisors.
- b. Recommend investment policies and procedures pursuant to State law.
- c. Provide for investment of funds per approved policies.

8. Risk Management:

- a. Prepare and follow risk management policies and procedures.
- b. Recommend and advise the Board, in consultation with the PTWCD Engineer, of the appropriate amounts and types of insurance and be responsible for procuring all necessary insurance.
- c. Process and assist in the investigation of insurance claims, in coordination with Counsel of the PTWCD.
- d. Review insurance policies and coverage amounts of PTWCD vendors.

III. Operational Services

- 1. Maintain all roadways and canals (in include mowing and road grading) in accordance with the level of maintenance per the Water Control Plan and remain at least at a minimum level equal to what PTWCD has currently been providing.
- 2. Maintain the canal weed and vegetation control program at the same or greater level than currently provided by PTWCD.
- 3. Services under the Water Control Plan include:
 - a. Operation, maintenance and repair of irrigation systems, including pumps;
 - b. Responsibility for controlling and maintaining the culverts;
 - c. Maintenance of the swales;
 - d. The number of road gradings and types of repairs;
 - e. Canal maintenance and cleaning, along with aquatic weed control;
 - f. Maintenance and operation of the internal drainage system within Rustic Ranches, including the gravity discharge structures into the seepage canal.
- 4. All operational services can be sub-contracted. Existing contracts/agreements may be transferable.

IV. Other Services:

- a. If provider offers other services please describe and identify fees associated therewith.

Contractor: This contract is open for bid by any special district management companies certified to perform the scope of work in Florida. Contractor must submit proof of an active certificate of insurance for workers' compensation, general liability, professional liability, and property damage, and auto liability and property damage. Contractor may be held liable for damage occurring during the performance of the contract. Contractor, if a corporation, must submit proof of authority to do business in the State of Florida.

Contract Period: The PTWCD anticipates entering into a contract on or about March 1, 2017, depending on the date of PTWCD Board approval of final quote. The bid amount shall remain valid for 90 days. The expected contract length will be a period of 36 months. At that time the contract may be extended for an additional 24 months. The PTWCD Board retains the option to negotiate a different contract period.

Submittal Deadline: All quotes should be submitted via email to Angie Adorno at aadorno@wellingtonfl.gov, no later than December 19, 2016 at 2:00pm. The PTWCD Board will be provided all responses and will make a determination regarding review and ranking with all contractors and negotiation and solicitation of fee proposals from the top ranked contractors.

Questions: Any questions regarding this quote document shall be direct to Angie Adorno at aadorno@wellingtonfl.gov.

PINE TREE WATER CONTROL PTWCD

QUOTE FOR SPECIAL PTWCD MANAGEMENT & OPERATIONAL SERVICES

ANNUAL FEE SCHEDULE

Each contractor wishing to quote contract must submit this completed fee schedule. Failure to submit a completed fee schedule will result in non-consideration.

<u>SCOPE OF WORK</u>	<u>TERMS</u>	<u>AMOUNT</u>
Management Services		
Financial Services		
Financial Advisor		
Collection Agent		
Assessment Roll		
Computer Services		
Operational Services (Mowing Contract, Aquatic Weed Contract, Roadway Maintenance Contract*:		
Expense Reimbursement		

**Current contracts for landscape maintenance and aquatic weed control are transferable.*

Submitted by: _____ Name of Company _____
Print Name, Title

_____ Address _____
Signature

Telephone _____

Note: In addition to submitting the completed Quote, you may also include any other additional materials, brochures, references, etc., relevant to the Quote.