

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

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

**Monday, April 17, 2017
6:00 p.m.**

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Consent Agenda**
 - a. Approval of Minutes**
 - i. Board of Supervisors Meeting - February 6, 2017
 - ii. Board of Supervisors Informational Meeting – March 27, 2017
 - b. Financial Report**
 - i. Financial Report
 - ii. Warrant List
 - iii. Approval of Supervisor Invoices
 - c. Operations Report**
- IV. Budget Amendment**
- V. Authorize District Management Turnover**
- VI. Engineer's Report**
 - a. Permit Approval**
- VII. Attorney's Report**
- VIII. Other Business**
- IX. Board Comments**
- X. Next Meeting:**

Monday, June 19, 2017 at 6:00 p.m. (Annual Landowners Meeting /TRIM)
- XI. 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, February 6, 2017
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, February 6, 2017 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 6:04 p.m.
- II. Pledge of Allegiance** – Ms. Fong led the Pledge of Allegiance.
- III. Consent Agenda**

Approval of Minutes Board of Supervisors Meeting – November 7, 2016

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

- b. Operations Report**

Ms. Quickel presented the Consent Agenda.

Ms. Fong read from a comment card which stated there was a mistake on the November 7, 2016 minutes; the minutes state that the date of the Notice of Termination letter from the Village of Wellington is October 6, 2016 and the correct date was October 26, 2016.

Ms. Quickel took note of the correction.

Mr. Kurtz stated that the change of date would not change the 270 day calculation date which ends July 23, 2017.

Ms. Quickel recommended approval of the Consent Agenda with the correction to the November 7, 2016 minutes.

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

Ms. Quickel noted the Financial Report which was scheduled to be presented at the April 17, 2017 meeting would include a budget amendment based on the anticipated non-payment of the assessments by SFWMD.

IV. Engineer's Report

Ms. Quickel introduced the Engineer's Report.

Mr. Higgins reported that he received comments from the Village of Wellington regarding the proposed equestrian bridge for Doug Murray. He explained the concern was about setting precedence for all properties within Rustic Ranches and suggested that the location of the bridge be relocated west where there was an existing drainage equestrian easement. He noted that after he spoke to Mr. Murray regarding the Village's comments, he was not pleased with the request and does not want the bridge to be a public crossing. Mr. Higgins' recommendation was to defer the agenda item until he was able to have further discussions regarding the issue with Mr. Murray.

Mr. Murray said he had understood that the bridge would be located from his property to his other property and he did not want to pay for a bridge if others have access to it. He indicated that his neighbor owns 50 feet and he owns 25 feet of the easement and he would like to have the bridge located near his neighbor's easement.

Mr. Higgins noted that the proposal was to have the bridge located on the eastern most part of the easement and the Board would need to make the decision because the approval for a crossing was that it would be done on a case by case basis.

Mr. Murray stated that he had a problem with the dogs located at the proposed area especially since he has horses.

Mr. Kurtz explained that the easement in question was a drainage easement and the Board would need to survey the area because the property appraiser indicated that the easement was owned by the county.

Mr. Murray said the County tried to purchase the easement in the past but the transaction never took place.

Mr. Kurtz stated that staff would need to research the issue.

Ms. Quickel noted that Mr. Murray's permit request would be placed on the April 17th meeting for the Board's consideration.

Mr. Kurtz explained before the permit was to be considered all of the properties that would potentially be affected would need to be notified.

Ms. Quickel noted that notices would be sent to all of the nearby property owners along the canal.

Mr. Arrieta stated that the Board may not want to have the item placed on the next agenda without providing Mr. Murray with guidance and direction in order to clear the easement problem with Palm Beach County. He noted that he wanted Mr. Murray to understand what to expect at the next meeting. Mr. Higgins said he would continue to have dialogue with Mr. Murray.

Ross Thomas, 16096 Norris Road. Mr. Thomas indicated he and his father were in the same situation as Mr. Murray because they received a Notice of Intent from Palm Beach County in the past but public communication regarding the public auction for the easement point was never received.

V. Attorney's Report

Ms. Quickel introduced the Attorney's Report.

Mr. Kurtz said he would be reporting on the potential transition away from the Village of Wellington and explained that the transition was not requested by the Board, the property owners or the Village Council. He noted that the scheduled termination date would be July 23, 2017; however, there were many issues that needed to be .

Pursuant to the Board's direction at the prior meeting, Mr. Kurtz explained that a joint meeting or workshop with the Village Council would be beneficial in order for everyone to address the issues but before scheduling the meeting, the issues needed to be known along with the corresponding facts. Mr. Kurtz explained that the Rustic Ranches' roads have been maintained by the Village of Wellington in accordance with the Interlocal Agreement but Rustic Ranches homeowners located within Pine Tree Water Control District have not been assessed for the road maintenance for a number of years. During a certain point in time, the Village of Wellington decided to use the gas tax revenues to pay the maintenance of the roads. He said Ms. Quickel would provide the present cost to maintain the roads if the Village of Wellington ceases to maintain them. Mr. Kurtz' suggestion was to have staff solicit proposals from private contractors for their rates to provide the current level of service of road maintenance.

Mr. Kurtz said that engineering and permitting issues needed to be discussed because in the absence of the Interlocal Agreement those services would either continue or cease. He noted that the Village of Wellington Planning and Zoning Department has been monitoring the new project called Flying Cow Ranch that was anticipated on the McCarthy property and the Board would need to make sure that the permitting continues to move forward in accordance with the permitting standards of the Water Control Plan. Since the northern half of the property was within the Pine Tree Water Control District and the bottom half of the property was located within the Acme Improvement District, PZB's comments regarding future

drainage on that property was to go into one system or the other. He suggested having Mr. Higgins review the project for future drainage proposals, the manner in which their drainage would work, and if the District's drainage system would be affected. He explained that hydrological, annexation, de-annexation issues along with the nonpayment of assessments from SFWMD needed to be known by the Board which in turn would have to decide how to move forward or take action.

- i. Management Company Proposals
 - a. Munilytics
 - b. Special District Services

Mr. Kurtz noted the two proposals were included in the agenda packet but there was still time to negotiate and extend the time limit with Wellington. He indicated if negotiation was not reached with Wellington, the Board needed to be prepared and suggested that everyone read the material provided in the agenda packet. He said he felt that the potential advantage was that both companies would be providing the same level of service that the District has been receiving from the Village with a small reduction in price. He suggested scheduling a formal interview with each company at the next Board meeting which was scheduled for April 17th, in order to ask questions, obtain information and solutions to any issues that the Board may have, based on the current level of service. He said that formal notice would be needed in order for the management companies to attend the formal interview process at the next meeting.

Ms. Fong thanked Mr. Kurtz for his explanation and overview of the issue. She noted that both she and Ms. Quickel have had conversations regarding many of the issues that Mr. Kurtz discussed and the two proposals provided include a very small portion of the services that the Rustic Ranches landowners currently receive. Ms. Fong pointed out that there was a large amount of issues that the Board would need to take in consideration. She suggested after reviewing the proposals and speaking with both Mr. Kurtz and Ms. Quickel, that an open informational meeting for the residents would be helpful. She explained that during that meeting all of the residents would be able to participate and provide input on their vision for the future of their community. She felt that the proposals indicated the cost to provide the administrative services portion for the District but it does not include the cost of engineering, swale mowing or any other detailed services currently being provided. She said that the residents needed to know what they were currently spending in order to provide input. Ms. Fong said she wanted staff to schedule an informational meeting in an open setting at the Community Center in March.

Ms. Fong asked Mr. Kurtz to proceed with communications with SFWMD and for him to advise them that Pine Tree only wanted to have an open dialogue with them and nothing else.

At this point in the meeting, all the Board members agreed to have an informational meeting in March for the residents at the Wellington Community.

Mr. Deering said he would like a review before Mr. Kurtz pursued past assessments not paid by the Village of Wellington. He indicated the importance of the

informational meeting in order for the community to review the options available for them.

Ms. Fong said her term on the Board would end in April and being on the Board for another term was not an option for her.

ii. Turnover Timeline

This item was discussed during the Attorney's Report, a. Updates, i. Management Company Proposals.

iii. Request for Quote

This item was discussed during the Attorney's Report, a. Updates, i. Management Company Proposals.

VI. Other Business

At this point in the meeting, Ms. Fong opened the floor for public comment.

Public Comments

Leland Wright - Rustic Ranches – Mr. Wright explained when the District annexed into the Village of Wellington, the gas tax money was signed over for road usage and the Village of Wellington was not handling the roads free of charge.

Mr. Wright stated that the issue that Mr. Kurtz had raised regarding SFWMD would be discussed by the State of Florida Legislature who would be making a decision regarding payments due to the 298 Districts. There was no need for the attorney to research and have communications with SFWMD regarding the issue but rather should wait for the legislature to make a decision.

Mr. Kurtz stated that he was not aware of a formal bill pending to address the issue. Mr. Higgins added that currently there was no proposed legislation regarding the issue.

Elizabeth Pigadis, 16198 Rustic Road – Ms. Pigadis said that the legal fees should be billed to the Village of Wellington and the delinquent charges should be added.

Ms. Pigadis explained that the residents only know what is happening in the District by reading the meeting minutes. She noted that the minutes of the last meeting states that in January the landowners were going to be notified if Wellington would remain with the District. Currently, she was hearing from the Board that the separation was moving forward which was against the residents wishes. She asked why Wellington did not advise the residents of the separation beforehand.

Mr. Kurtz said that would be a question that could be.

Chris Wallace, 16330 Hollow Tree Lane – Ms. Wallace said that the Board was not providing Ms. Pigadis with an answer. She stated that she did not have any faith in the current Board and was calling for the immediate resignation of Maria Fong and Travis Deering.

Carol Montgomery, 16451 Norris Road - Ms. Montgomery agreed with Ms. Fong's comment regarding uniting the community in order to obtain their points of view. She asked Mr. Kurtz what the process was for the residents to have more than an opportunity to comment and possibly vote on the District's future by means of having a referendum.

Mr. Kurtz indicated that all of the landowners have a vote and were able to attend the meetings. If the District remains at the current acreage or if SFWMD decides to de-annex, then the local landowners would gain the control of the majority of votes.

Ms. Montgomery asked about the options that the residents would have once Wellington exits the Interlocal Agreement; particularly would the Board select a management company or could the residents have more clout in making future decisions.

Mr. Kurtz explained that the Board could put together an input system and pledge to be guided by the input, but ultimately the Board members would be making the decisions. He noted that the residents could be surveyed and the results could be provided to the Board.

Ms. Montgomery said that she noticed that \$30,000 out of the \$197,000 in the Cash Fund line item was being dedicated for emergency reserve, which would leave \$167,000. She asked if the cash reserve could be frozen and the District's expenses be kept to a minimum in order to obtain time to review the implications if SFWMD de-annexes and for additional future costs.

Mr. Kurtz explained in researching the District's budget, if SFWMD does not make their payment during the current year but the current budgeted expenditures were made, the findings were that at the end of the fiscal year, the District would have approximately \$90,000 to \$100,000 in the bank. The annual budgeted amount was in the \$120,000 range which was a very good reserve of unallocated money. He said that the Board would need to anticipate the expenditures for the future and collect revenues and make appropriate assessments for the upcoming years.

Chris Wallace asked why there were 3 more meetings scheduled in 2017 noting she felt that the April meeting was not necessary. She indicated that a meeting was not necessary for every issue. In response, Ms. Fong said the April meeting would include the selection of the new management company.

Mr. Kurtz stated that the series of meetings may help the Board and the Village Council reach an understanding. If an understanding was not reached, the Board would need someone in place to manage the District as of July 23, 2017 and his suggestion was to prepare to make a decision in April.

Ms. Wallace said in the past the residents have governed themselves and the practice could be done once again.

Mr. Kurtz said that the Board would need to make that decision and all decisions must be done publicly with a quorum.

Mr. Wright suggested a group of two or three residents could serve as the management company. He indicated that there several residents who were qualified to do the following: lawn maintenance; bookkeepers; race promoters; lawyers; bankers; farmers and ranchers; realtors; owners of roofing companies; tree and nursery managers; and building contractors.

Mr. Kurtz noted that prior to the District being added to the Village, its operation setup was what Mr. Wright described which was a solution, and one for the Board to review. He suggested that the residents compile a list of all the committed volunteers and provide a presentation to the Board at the next meeting.

Paulette Venere, 16031 Rustic Road - Ms. Venere said that the Board should arrange for a meeting before the April meeting so that the residents could meet to discuss who would be volunteering their services. Afterwards the Board could select the manner in which the District would be managed.

Ms. Fong agreed with Ms. Venere and noted that she has asked staff to schedule an informational meeting for open discussion in an open setting at the Community Center in March.

VII. Board Comments - None.

VIII. Next Meeting

Ms. Quickel stated the next meeting would be held on Monday, April 17, 2017 at 6:00 p.m.

IX. Adjourn

There being no further business to come before the Board, the meeting was adjourned.

Approved:

Maria Fong, President

Chevelle D. Nubin, Secretary

MINUTES

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

**Wellington Community Center
12150 Forest Hill Boulevard
Wellington, FL 33414**

**Monday, March 27, 2017
6:00 p.m.**

The Information Meeting opened at 6:00 p.m. in the Wellington Community Center.

Copies of information on the following topics was provided for those in attendance:

- Road Maintenance
- Engineering Permitting
- Outstanding SFWMD Assessment
- Flying Cow Ranch Drainage
- Management Company Information
- Transition Schedule

The management companies, Special District Services and Munilytics, were invited to attend. Special District Services attended the informational meeting.

Residents discussed information with Attorney, Jeff Kurtz.

District Engineer Robert Higgins was in attendance to answer questions.

The residents discussed various items. There was extensive discussion regarding road maintenance.

The meeting ended at approximately 8:00 p.m.

The next meeting will be held Monday, April 17, 2017 at 6:00 p.m. at Village Hall.

FINANCIAL REPORT

PINE TREE WATER CONTROL DISTRICT

STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET MARCH 31, 2017

	Special Revenue Fund
<u>ASSETS</u>	
Cash	\$ 195,511
Due from other governments	-
Total assets	<u>\$ 195,511</u>
<u>LIABILITIES AND FUND BALANCE</u>	
Liabilities:	
Accounts payable	\$ 4,077
Due to other governments	-
Total liabilities	<u>4,077</u>
Fund balance:	
Reserved for emergency	30,000
Unreserved	<u>161,434</u>
Total fund balance	<u>191,434</u>
Total liabilities and fund balance	<u>\$ 195,511</u>

PINE TREE WATER CONTROL DISTRICT

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

SIX MONTHS ENDED MARCH 31, 2017

	Special Revenue Fund
Revenues:	
Non-ad valorem assessments ⁽¹⁾	\$ 43,114
Investment income	484
Total revenues	<u>43,598</u>
Expenditures:	
Current:	
Canal weed control	6,626
Swale Mowing	12,147
Meeting Expense	400
Engineering & Legal	1,710
Administration	8,175
Total expenditures	<u>29,058</u>
Excess of revenues over expenditures	<u>14,540</u>
Fund balance/Net position, beginning of year	<u>176,894</u>
Fund balance/Net position, end of period	<u>\$ 191,434</u>

⁽¹⁾Represents portion of annual assessment collected during six months ended 3/31/17. 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 SIX MONTHS ENDED MARCH 31, 2017

	Original/ Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues:			
Non-ad valorem assessments	\$ 103,590	\$ 43,114	\$ (60,476)
Investment income	<u>-</u>	<u>484</u>	<u>484</u>
Total revenues	<u>103,590</u>	<u>43,598</u>	<u>(59,992)</u>
Expenditures:			
Current:			
Canal weed control	15,500	6,626	8,874
Drainage	20,000	-	20,000
Swale Mowing	51,000	12,147	38,853
Meeting Expense	500	400	100
Engineering & Legal	10,000	1,710	8,290
Administration	<u>22,800</u>	<u>8,175</u>	<u>14,625</u>
Total physical environment expenditures	<u>119,800</u>	<u>29,058</u>	<u>90,742</u>
Excess (deficiency) of revenues over expenditures	<u>(16,210)</u>	<u>14,540</u>	<u>30,750</u>
Fund balance, beginning of year	<u>176,894</u>	<u>176,894</u>	<u>-</u>
Fund balance, end of period	<u><u>\$ 160,684</u></u>	<u><u>\$ 191,434</u></u>	<u><u>\$ 30,750</u></u>

**PINE TREE WATER CONTROL DISTRICT
EXPENDITURE LIST
2nd QUARTER FY 2017 - JAN - MAR**

Vendor Name	Check Number	Amount
Maria Fong	Paid 3/2 #3951	50.00
Travis Deering	Paid 3/2 EFT	50.00
Higgins Engineering - Oct - Dec	3895	1,500.00
Wellington Pro Lawn - December	3828	3,449.08
Wellington Pro Lawn - January	3915	1,800.00
Wellington Pro Lawn - February	Paid 3/8/17 EFT	1,328.08
		8,177.16

PURCHASING CARD TRANSACTIONS

Vendor Name	Amount
Clarke Aquatic Services - December	1,336.32
Clarke Aquatic Services - January	1,370.22
Clarke Aquatic Services - February	1,370.22
	4,076.76

OTHER FEES

Vendor Name		Amount
Bank of America		125.94
Administrative Fee		3,875.00
		4,000.94

GRAND TOTAL

\$ 16,254.86

Board Member Maria Fong

Invoice to: Pine Tree Water Control District

Invoice for: Pine Tree WCD Meetings Attended

Meeting Date	Amount Due
4/17/2017	\$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
4/17/2017		\$50.00
Total Due		\$ 50.00

OPERATIONS REPORT

MEMORANDUM

DATE: MARCH 31, 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: February 6th, 13th, 21st, and 27th, March 6th, 13th, 20th, and 27th and April 3rd.

Graded: All roads graded on January 26th, February 2nd, 9th and on March 2nd only Hollow Tree and Deer Path and all other roads were checked. March 9th Rustic Road and Norris were graded and all other roads were checked. March 16th Rustic Road and Deer Path were graded. March 23rd and March 31st all roads were graded.

Also, all roads were checked on February 16th and 23rd.

Canals

Aquatic Weed Treatment report for Rustic Ranches is as follows:

1/24/2017 – Inspected C-F(5), C-H(5), C-K(N), C-I(S), C-T(N), and C-T(S)

2/03/2017 – Inspected C-F(5), C-K(N), C-I(S), C-T(N), C-T(S) and Treatment C-H(5)

2/14/2017 – Inspected C-F(5), C-K(N), C-I(S), C-T(N), C-T(S) and Treatment C-H(5)

2/22/2017 – Inspected C-F(5), C-H(5), C-K(N), C-I(S), C-T(N), and C-T(S)

3/03/2017 – Inspected C-F(5), C-H(5), C-K(N), C-I(S), C-T(N), and C-T(S)

3/08/2017 – Inspected C-F(5), C-H(5), C-I(S), C-T(N), C-T(s) and Treatment C-K(N)

3/17/2017 – Inspected C-F(5), C-H(5), C-K(N), C-I(S), C-T(N), and C-T(S)

3/23/2017 – Inspected C-F(5), C-H(5), C-K(N), C-I(S), C-T(N), and C-T(S)

3/29/2017 Inspected C-H(5), C-I(S), C-T(N) and C-T(S) and Treatment C-F(5) and C-K(N),

Rainfall data for February and March 2017 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 no (0) cuts in January and February 2017.
- Canal Slopes – were cut on February 2nd (North and Center Canals) and February 3rd (West and Middle Canals).
- Swales were cut on January 4th.

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 January 23rd & 29th, February 6th, 13th, 20th & 27th and March 6th, 13th, 20th & 27th.

Rainfall Data February 2017

Date	Pump Station #7 Flying Cow Rd & Southern Blvd	Structure 40 Flying Cow Rd.
February 2017		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13	0.01	
14		
15		
16		
17		
18		
19		
20		
21		
22	1.46	
23	0.01	
24		
25		
26		
27		
28	0.2	
29		
30		
31		
Totals	1.68	0

Rainfall Data March 2017

Date	Pump Station #7 Flying Cow Rd & Southern Blvd	Structure 40 Flying Cow Rd.
March 2017		
1		
2		
3		
4		
5		
6		
7	0.02	
8		
9		
10		
11		
12	0.24	0.11
13	0.01	0.01
14	0.08	0.64
15		
16		
17		
18		
19		
20		
21		
22		
23	0.24	0.12
24		0.01
25		
26		
27		
28		
29		
30		
31		
Totals	0.59	0.89

BUDGET AMENDMENT

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF PINE
TREE WATER CONTROL DISTRICT AMENDING THE
DISTRICT'S FISCAL YEAR 2016/2017 BUDGET**

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

1
2 **PASSED AND ADOPTED this 17th day of April 2017.**

3
4 **ATTEST:**

PINE TREE WATER CONTROL DISTRICT

5
6 By: _____
7 Chevelle Nubin, Board Secretary

By: _____
Maria Fong, Board President

8
9 **APPROVED AS TO FORM**
10 **AND LEGAL SUFFICIENCY**

11
12
13 By: _____
14 Jeffrey S. Kurtz, Board Attorney
15
16

EXHIBIT A

Pine Tree Water Control District
Budget Amendment #2017-01
Fiscal Year 2016-2017

Amend the 2016-2017 budget to provide for a collection reserve against the South Florida Water Management District Assessment

Description	Cash Reserves Increases/(Decreases)	Revenue Budget Increases/(Decreases)	Expenditure Budget Increases/(Decreases)
Budget Amendment:			
Reserve for SFWMD Assessment		\$ (49,100.00)	
Drainage Improvements			\$ (20,000.00)
Swale Mowing			(10,000.00)
Use of Reserves	\$ (19,100.00)		
Budget Amendment Total	\$ (19,100.00)	\$ (49,100.00)	\$ (30,000.00)

Approved: : _____
Maria Fong, Board President Date

**AUTHORIZE DISTRICT
MANAGEMENT
TURNOVER**

**MANAGEMENT
COMPANY
PROPOSALS**

MUNILYTICS

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 horizontal line extending to the right.

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

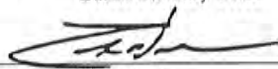
ANNUAL FEE SCHEDULE

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

SCOPE OF WORK	TERMS	AMOUNT
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

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

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

**SPECIAL DISTRICT
SERVICES, INC.**



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.



Table of Contents

About Special District Services.....	1
SDS Organization	2
Management Approach.....	3
Executive Management.....	4
District Managers.....	5
Testimonials	7
SDS Services	8
Bonds and Assessments.....	9
SDS Experience	10
District Locations	11
Florida Business License	12
References.....	13
Pine Tree Water Control District Fee Proposal.....	14



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 the 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.

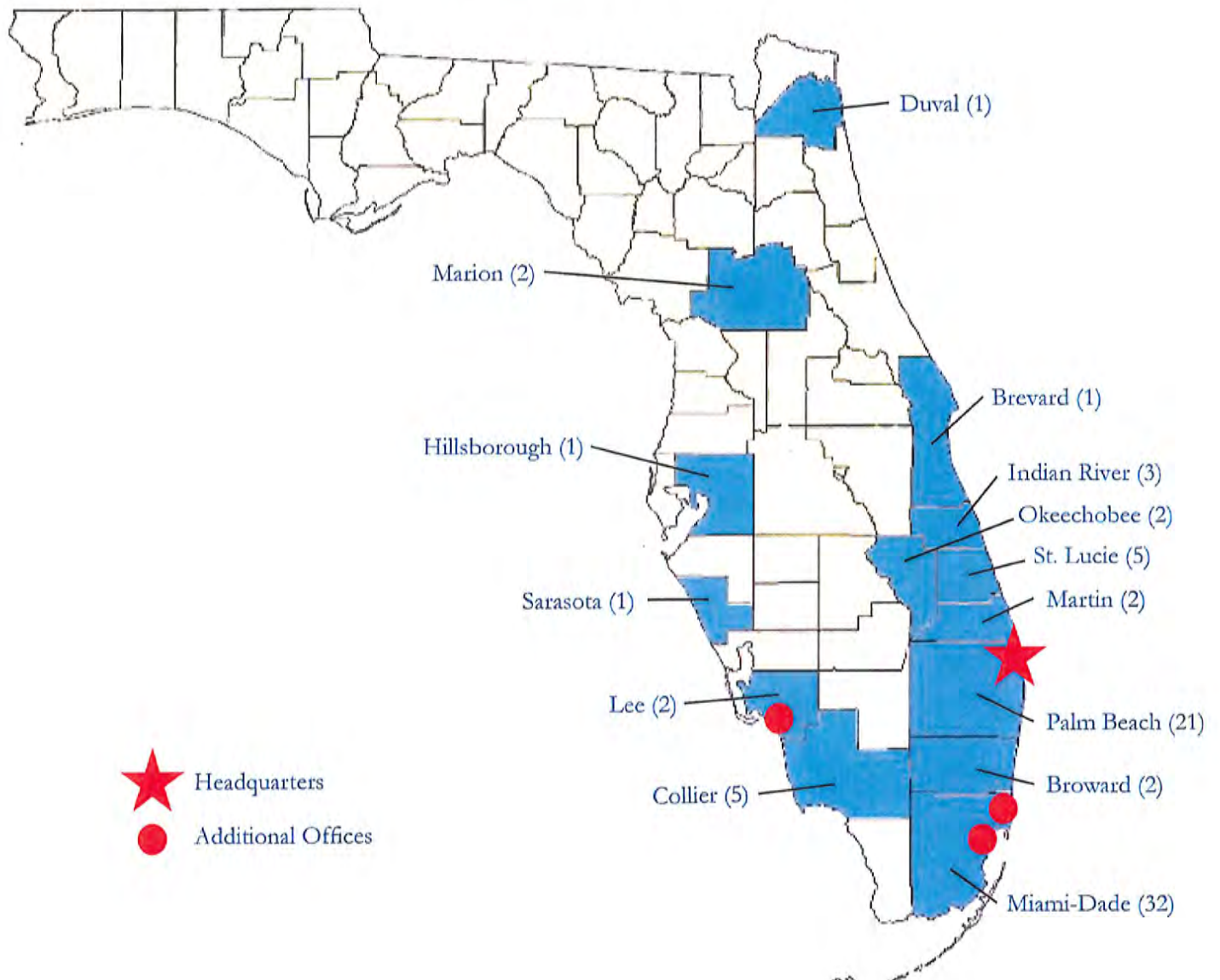
A.H. at Turnpike South CDD
Arborwood CDD
Ave Maria Stewardship Community District
Barefoot Bay Recreation District
Bayi CDD
Beeline CDD
Bluewaters CDD
Capron Trail CDD
Captain's Key Dependent District
Caribe Palm CDD
Century Gardens CDD
Century Gardens at Tamiami CDD
Century Gardens Village CDD
Century 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.

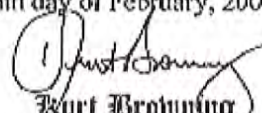
I further certify that said corporation has paid all fees due this office through December 31, 2008, that its most recent annual report/uniform business report was filed on February 4, 2008, and its status is active.

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

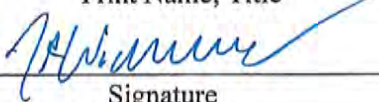
Each contractor wishing to quote contract must submit this completed fee schedule. Failure to submit a completed fee schedule will result in non-consideration.

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



Signature

Address: 2501A Burns Rd

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

PTWCD Transition Schedule		
Date	Description	Notes
4/17/2017	Next PTWCD Meeting	Board Selects Management
		Approve conceptual amendment for continued road maintenance through 9/30/2017 by Wellington
		Notify PBC Tax Assessor & Property Appraiser of Turnover
		New Management prepares budget for June 2017 Meeting and TRIM approval
		Coordinate transfer of funds to new bank account
		Wellington to cancel 2 contracts as of June 30, 2017.
		PTWCD determines whether to pursue contracts with existing vendors or to obtain new vendors
		Transfer website to new Management
6/19/2017	Annual Landowners Meeting	New Management coordinates meeting and Landowner Election
		Draft 2017/2018 Budget Presentation
		TRIM Budget Approval
		Presentation of the Audit for the Year Ended 9/30/2016
7/23/2017	Interlocal Agreement with Wellington terminates	New Management Takes over PTWCD
8/21/2017	Budget Approval	New Management Company holds this meeting and all those going forward
9/30/2017	Fiscal Year End	Wellington's Maintenance of PTWCD Roads per agreement ends

ENGINEER'S REPORT

PERMIT APPROVAL

PINE TREE WATER CONTROL DISTRICT
STANDARD PERMIT NO. 17-01

THIS PERMIT, granted this _____ day of _____, 2017, by Pine Tree Water Control District, hereinafter referred to as the "District", Judith A. Murray and Lawrence H. Murray, 16450 Norris Road, Wellington, Florida 33470, and mailing address 112 Fernwood Cres, Royal Palm Beach, FL 33411-4954, hereinafter referred to as the "Permittee", is a non-exclusive permit for the access over a District canal for construction, installation and maintenance of culvert crossing, as shown on the plans and specifications attached survey and made a part hereof.

W I T N E S S E T H:

1. Permittee agrees to obtain any and all applicable federal, state and local permits required in connection with Permittee's use of the land; and at all times, to comply with all requirements of all federal, state and local laws, ordinances, rules and regulations applicable or pertaining to the use of the lands by Permittee pursuant to this Permit.
2. Permittee understands and agrees that the use of the property pursuant to this Permit is subordinate to the rights and interest of the District. Further, Permittee does hereby stipulate that the Permittee is not relying upon any representations by the District whatsoever regarding the District's right, title or ownership as to the subject property for which this Permit is sought.
3. District specifically reserves the right to maintain its facilities located on the property; to make improvements; add additional facilities; maintain, construct or alter roads; maintain any facilities, devise or improvements on the property which aid in, or are necessary to, District operation; and the right to enter upon the lands at all times for such purposes. Permittee understands that in the exercise of such rights and interest, the District, from time to time, may require Permittee to relocate, alter or remove its facilities and equipment or other improvements made by Permittee pursuant to this Permit which interfere with or prevent the District, in its reasonable opinion, from properly and faithfully constructing, improving and maintaining its facilities. District retains the right to enter upon the lands and make said relocation, alterations or removal of Permittee's facilities, equipment and other improvements if Permittee fails to do so within a reasonable time; and Permittee hereby agrees to reimburse District for all its costs and expenses incurred in connection therewith upon demand.
4. Permittee agrees that it will not use the property in any manner which materially interferes with the District's use of lands or the use of any adjacent lands or causing a hazardous condition to exist.
5. The District assumes no responsibility for the ownership, operation and/or maintenance of the

facilities permitted herein.

6. Permittee shall restrict access to the culvert crossing shown on the attached survey and made a part hereof.
7. Permittee shall, at its own expense, promptly repair or replace any and all damage to the facilities, roads and rights-of-way of the District resulting from the installation, operation, maintenance, repair or removal of the above, and restore same to a condition substantially equal to that which existed immediately prior to infliction of the damage.
8. Permittee shall, at its own expense, promptly repair or replace any and all damage to the facilities of others resulting from the installation, operation, maintenance, repair or removal of the above and restore same to a condition substantially equal to that which existed immediately prior to infliction of the damage.
9. Permittee shall, at its own expense, upon ninety (90) days written notice to Permittee/Landowner from the District, remove or relocate any facility of the Permittee that is found by the District to be interfering in any material way with the safe, convenient or continuous use, maintenance or repair of any District facility. Failure or neglect of the Permittee/Landowner to remove or relocate such facility within the allocated time may result in District's removal or relocation of said facility, wherein the Permittee/Landowner shall promptly pay the District for all District expenses incurred by such removal or relocation.
10. Permittee shall install a lockable gate on the south end closest to the Village of Wellington/ACME side of the structure. Said gate should remain locked from sunset to sunrise. The Permittee assumes all responsibility for crossing usage and access to crossing. Appropriate "Private Property/No Trespassing" signage shall be installed by the Permittee.
11. If Permittee shall violate any of the terms or conditions of this Permit, or shall not correct or remedy same within thirty (30) days of receiving written notice from the Board of Supervisors of the District or its duly authorized representative, then, and in that event, said Board of Supervisors may, at its option, revoke, cancel and terminate this Permit.
12. This Permit may not be assigned without approval of the Board of Supervisors of the District.
13. If either Party hereto is required to bring a court action to enforce the provisions of this Permit, the non-prevailing party in such action shall be responsible for all reasonable expenses, including, but not limited to, attorney's fees and litigation expenses.

PINE TREE WATER CONTROL DISTRICT

WITNESSES:

By: _____

Name Typed: Maria Fong

Title: Board Chairperson

PERMITTEE: Judith A. Murray & Lawrence H. Murray

WITNESSES:

By: _____

Name Typed: _____

Address: _____

JOINDER AND CONSENT

Doug Murray, hereinafter called the "Landowner", consents to and joins in the foregoing Standard Permit for Access and accepts all of the benefits and all of the duties and responsibilities, obligations and burdens imposed upon it by the provisions of said Permit.

LANDOWNER: Judith A. Murray & Lawrence H. Murray

WITNESSES:

By: _____

Name Typed: _____

Address: 16450 Norris Road

Wellington, FL 33414

Note: The District assumes no responsibility for the ownership, operation and/or maintenance of the facilities permitted herein.

PERMIT INFORMATION

PERMITTEE

Judith A. Murray & Lawrence H. Murray
Name

561-644-0235
Business Phone

16450 Norris Road
Address
Wellington, FL 33414

Other

ENGINEER

Higgins Engineering, Inc.
Name

(561) 439-7807
Business Phone

4623 Forest Hill Blvd., Suite 113

West Palm Beach, FL 33415

Other

PINE TREE WATER CONTROL DISTRICT

Name

Business Phone

Address

Business Facsimile

SCOPE OF WORK

1. Contractor to follow 2014 Florida Building Code and amendments as applicable to 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 and the various elements of the existing drawings shall be the responsibility of the Contractor.
 3. The Contractor shall be responsible for the coordination of the work and all subcontractors are responsible for all lines, elevations, and measurements in connection with their work.
 4. Do not scale drawings for dimensions.
 5. Contractor to pay for all permit fees, inspections, and testing required unless otherwise specifically stated.
 6. Contractor to specify location of existing utilities prior to commencing work.
 7. Contractor to obtain all permits as necessary from all local, state, and federal agencies.
 8. Contractor to properly fence and secure area with barricades.
 9. Any deviation and/or substitution from the information provided herein shall be the responsibility of the Contractor.
 10. All unanticipated or unforeseen demolition and/or new construction conditions which require deviation from the plans and notes herein shall be reported to the Engineer prior to commencement of work.
 11. All new materials and/or patchwork shall be provided to match existing materials and/or adjoining work where practical (except as specifically noted hereon).
 12. The licensed contractor to remove and dispose of all existing materials, surfaces, and furnishings from damage during all phases of construction.
 13. The licensed contractor to install and remove all shoring and bracing as required for the proper execution of the work.
 14. All new work and/or materials shall conform to all requirements of each administrative body having jurisdiction in this permitting jurisdiction.
 15. Licensed contractor to verify location of existing utilities prior to commencing work.
 16. All elevations shown refer to national geodetic vertical datum (NGVD) of 1929.
- WALKWAY**
16. Contractor to construct a 16' wide wood equestrian walkway, over the drainage ditch, as follows:
 - 16.1. Contractor to utilize (18) new, 12" wood plies, driven to 10 tons compression.
 - 16.2. Piles are to be cut off below decking.
 - 16.3. Framing to be 40, #1, pressure-treated lumber secured with stainless steel hardware, using thru-bolts, lag-bolts, and double sub-stringer framing system.
 - 16.4. The decking is to be 3x8 marine decking boards secured with (2) 5.5, screws per square foot.

PILE DRIVING NOTES

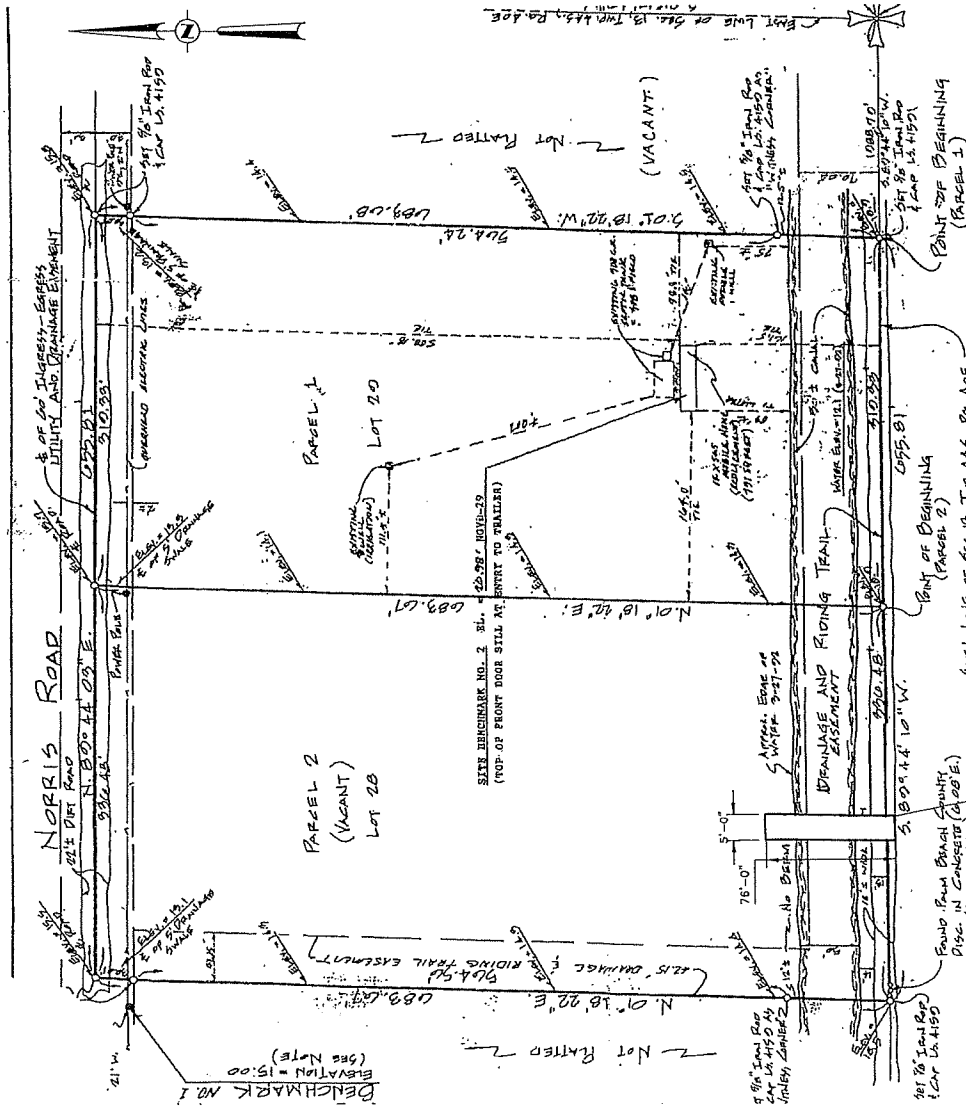
1. Pile driving operations shall be observed by a special inspector, including test piles sufficient to determine the approximate length required to meet design capacity.
2. Piles shall be driven using an approved cushion block consisting of the material so arranged so as to provide the transmission of the pilehead impact to the pile.
3. Piles shall be driven to provide capacity a minimum of 5 feet into rock or a minimum of 10 feet into yielding material.
4. Piles shall be driven with a drop hammer or gravity hammer provided the weight of the hammer is no less than 3,000 pounds, and the fall of the hammer shall not exceed 6 feet from 3" per foot.
5. When the vertical or from the batter line indicated, with a maximum variation of the head of the pile from the position shown on the plan of not more than 3 inches.
6. Where piling must penetrate strata offering high resistance to driving, the structural engineer of record shall specify the method of driving. The piles shall reach their final penetration by driving.

STRUCTURAL TIMBER NOTES

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.

SHEET INDEX

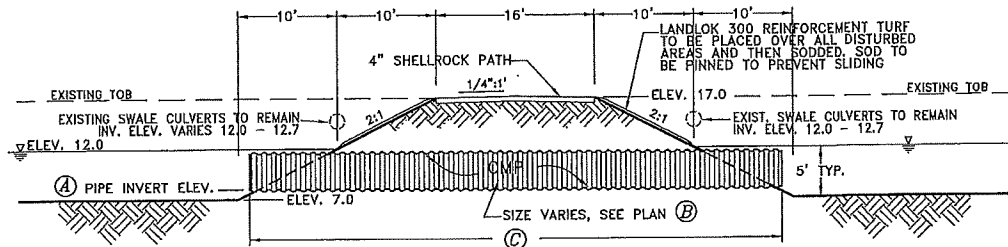
S1	SITE PLAN
S2	WALKWAY PLAN



Earth ~~to~~ culvert crossing
Site Plan View

Site Plan View

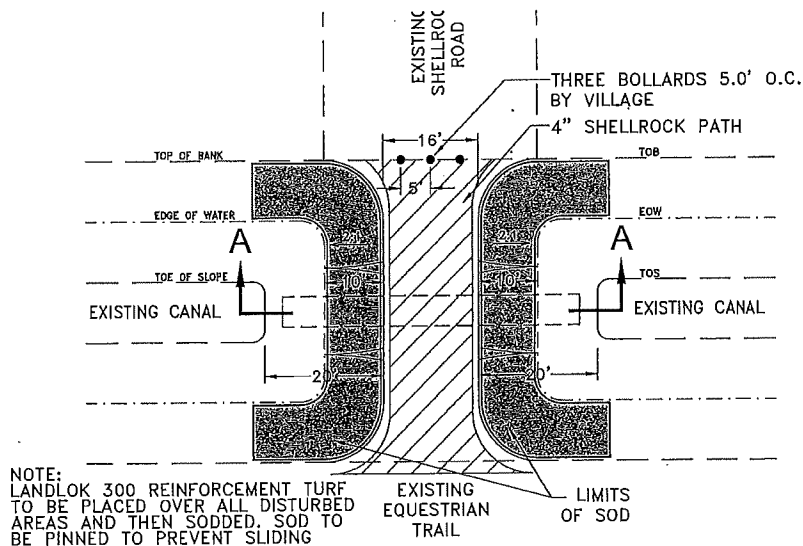
Scale: NIS



TYPICAL SECTION "A - A"

1" = 10'

	(A)	(B)	(C)
HOLLOW TREE LANE	8.5'	49" x 33"	50'
WEST CANAL	8.5'	49" x 33"	50'
SKIPIKS WAY	8.0'	36"	50'



TYPICAL PLAN VIEW

1" = 20'

07214-PTWCD-Rustic\09202-EqCrossings\Detail\Sh1-6F.dwg

HIGGINS ENGINEERING, INC. 4823 FOREST HILL BLVD. WEST PALM BEACH, FLORIDA 33415 ENGINEERING BUSINESS NO.4209 561-439-7807			
DESIGNED ...	DRAWN D.A.B.	CHECKED	JOB NO. 00-00
DATE	SCALE N.T.S.	APPROVED	SHT. 1 OF 1

ATTORNEY'S REPORT