

**PINELLAS PARK WATER MANAGEMENT DISTRICT  
6460 35<sup>TH</sup> STREET N.  
PINELLAS PARK, FL 33781-6221  
(727) 528-8022**

**January 17, 2019  
Regular Authority Meeting # 2**

**MINUTES**

**IN ATTENDANCE**

Randal A. Roberts, Executive Director  
Jennifer Cowan, District Attorney  
Jason Ressler, District Engineer  
Michael Silcott, Resident  
Nick Charnas, Applied Sciences  
Dave Cook, PPWMD  
Lisa Atkinson, PPWMD

**I.** Chairman Charles Tingler called to order the Regular Authority Meeting #2 for January 17, 2019 at 5:30 P.M.

**II. ROLL CALL**

Mr. Taylor - Present  
Mr. Farrell - Present  
Mr. Tingler - Present

Randal A. Roberts, Executive Director, announced that members of the public will have an opportunity to make public comments on each agenda item during the time the agenda item is considered. Then at the end of the meeting if they have anything that is not on the agenda, they are welcome to speak.

**III. AGENDA**

Randal A. Roberts, Executive Director, stated there are no changes to the agenda.

**IV. MINUTES**

Mr. Farrell made a motion to approve the minutes of the Regular Authority Meeting #1 held on November 15, 2018. Second was made by Mr. Taylor.

No discussion.

Roll Call:

Voting Aye: Mr. Taylor, Mr. Farrell and Mr. Tingler.

## **MOTION APPROVED**

### **V. ITEMS OF BUSINESS**

#### **NEW BUSINESS**

Randal A. Roberts, Executive Director, stated once a year the District conducts an Adopt a Loss Control Policy for the insurance company. Mr. Roberts stated throughout its history the District has been concerned for the safety and well-being for all its employees. The employees continued good health are the District's most important necessity. Accidents and injuries are not only costly to the individual worker but to his/her family and future as well. Those who have experienced an accident know too well the impacts it can cause. Accidents and injuries are costly to the District and to operating efficiency. It is a firm and continuing policy of the District that accidents shall be reduced or eliminated by the use of every reasonable mechanical precaution and by aggressive promotion of safe practices within the District. Every employee has a very important place in the Accident Prevention Program and employees are expected to cooperate fully in the measures taken by the District for safety. Some occurrences in life are not preventable; however, when one has the will to protect themselves, their surroundings, home, and families, there is some benefit that can be realized by everyone involved. The District's goal is to be an Accident Free Environment and to have a safe work record. This cannot be accomplished without the complete dedication of everyone. Everyone is encouraged to contribute ideas on safety and all ideas will be considered. Everyone must follow the safety rules and procedures. Section J of the Employee Manual explains the responsibilities.

Mr. Farrell made a motion to adopt the Loss Control Policy for Fiscal Year 2018/2019.

Voting Aye: Mr. Taylor, Mr. Farrell and Mr. Tingler.

## **MOTION APPROVED**

### **CHANNEL 1B5 – PANEL REPLACEMENT (17-01) - 01-19-2017**

Randal A. Roberts, Executive Director, asked Nick Charnas to provide a summary of the 100 percent design. The District is currently working on acquiring the necessary easements. Jennifer Cowan, District Attorney, stated she provided the final easement documents for six properties and that she has reached out to the one unresponsive property owner who currently resides in California. The District's Attorney's office will send the California property owner a Demand Letter to the unresponsive property requesting he sign the Permanent Easement and advising him of the District's position that it will go to court to enforce its prescriptive easement.

If the property owner remains unresponsive, then additional actions with the court may be warranted. Since this property owner resides in California, the District's Attorney will need to engage a process server in California. At this point, the property owner may not currently reside at the Property Appraiser's identified last known address, and a skip trace may be required.

Jennifer Cowan, District Attorney, noted that most of the impacted lots have a house, a lot, and a portion of the stormwater pond. The parcel owned by the gentlemen in California includes a

portion of the pond but there is no home on that parcel. There is no useable property and there are no limited property tax assessments.

Randal A. Roberts, Executive Director, stated the District is moving forward to obtain all other property owners signatures for the other easement agreements.

#### **CHANNEL 1C – RENEWAL FROM 98<sup>TH</sup> AVE. TO CONFLUENCE OF CH 1 (10-08) - 09-18-2014**

Randal A. Roberts, Executive Director, stated Duke Energy is currently finalizing their design. Jason Ressler stated we have not received a response from Duke Energy on the status of the redesign of the power system and that he would follow up with Duke Energy tomorrow.

#### **CHANNEL 4 - PANEL REPLACEMENT (10-19) - 01-15-2015**

Randal A. Roberts, Executive Director, stated the injection project on the north side from the panel replacement area to 66th Street on the north bank has been completed and the area would be monitored moving forward.

#### **DISTRICT'S MODERNIZATION PROGRAM - 01-21-2016**

Randal A. Roberts, Executive Director, stated CDM Smith continues work on the Modernization Program. Jason Ressler stated CDM Smith is starting to get into the nuts and bolts of converting the District's models from ICPR3, which is no longer supported by the developing company, to ICPR4, which is a more advanced modeling software. The conversion process has been started and at the same time CDM Smith is updating the models themselves to more accurately reflect current conditions.

Mr. Charnas noted that the Southwest Florida Water Management District (SWFWMD) identified an issue with ICPR4 overestimating the percolation links, so they are getting results that are over on the conservative side. They are working on a Guidance Document that will be sent out to all consultants and Water Management Districts on how to deal with this issue. Jason Ressler asked Nick Charnas if he had a preliminary copy of it. Mr. Charnas stated that he would provide a copy of the Guidance Document.

#### **CHANNEL 1 - 11-16-2017**

Randal A. Roberts, Executive Director, asked Nick Charnas for an update. Mr. Charnas stated the project is at 60% design and Applied Sciences anticipates submitting documents for review this week. The District met with Pinellas Secondary Schools, located on the north side of the channel, to talk with them regarding the potential to use part of their property for a lay down area and for material storage during construction. Deliveries could potentially be able to come off 66<sup>th</sup> Street. A portion of the project will include working from the north side of the channel with a crane reaching across. The District also met with Palm Brook Townhomes Property Management Company's Board to discuss getting easement between the fence and the District's panels. Jennifer Cowan's assistance will be required to acquire required easements.

A meeting was held this morning with Scared Heart Priest Retirement Home, which is just on the west side, to talk about using their property for construction ingress and egress on the far west side of that property. For the 60 percent design, Applied Sciences has completed calculations based on geotechnical reports that were delivered this week. Two soil borings have been completed and received some additional geotechnical investigation was received this week. Applied Sciences has met with property owners and are now meeting with DOT on the 23<sup>rd</sup> to discuss deliveries. Applied Sciences stated that they do not believe permits will be required but if they are, the contractor has to apply for permits. Applied Sciences has met with the Principal who directed additional communication with the Pinellas County School Board. Security will be a key issue to make sure the Contractor is separated from the school and the property is locked off.

### **CHANNEL 1A2 – REPAIR AT 49<sup>TH</sup> STREET (14-04) - 11-16-2017**

Randal A. Roberts, Executive Director, provided an update regarding the potential SWFWMD cooperative funding. Mr. Charnas stated on February 14, 2019, the SWFWMD would provide notification if the District will be receiving funding of \$409,000 which would cover 50% of the cost for one segment of the project. Mr. Roberts stated that the project area includes the channel from about 49th to 50th Street. Mr. Charnas stated that the preliminary scoring comes back on February 4, 2019.

### **FINANCE**

#### **a) Financial Statement – December 2018**

Mr. Farrell made a motion to accept the Financial Statement for December 2018 as presented and on file in the District Office. Second was made by Mr. Taylor.

No discussion. Roll Call:

Voting Aye: Mr. Taylor, Mr. Farrell, Mr. Tingler

**MOTION APPROVED**

#### **b) Pension Plan**

Mr. Roberts stated this is the one time a year we plan to fund the Pension Plan. We have an account at Wells Fargo and we have it linked to the State of Florida so we pay the Florida State Retirement System. Mr. Farrell made a motion to approve the transfer of funds in the amount of \$40,000 from Sun Trust Public Funds Account 0032030418480 to Wells Fargo Account 30900079999192.

No discussion. Roll Call:

Voting Aye: Mr. Taylor, Mr. Farrell, Mr. Tingler

**MOTION APPROVED**

#### **c) Investment Summary – January 2019**

Mr. Farrell made a motion to accept the Investment Summary for January 2019 as presented and on file in the District Office. Second was made by Mr. Taylor.

No discussion. Roll Call:

Voting Aye: Mr. Taylor, Mr. Farrell, Mr. Tingler

**MOTION APPROVED**

### **EXECUTIVE DIRECTOR COMMENTS**

1. Hurricane Irma – The District has received checks and they are in the bank. One is for \$30,108.32 and one is for \$5,018.05. Mr. Roberts stated he spoke with Jason Ressler, District Engineer, before the meeting and we have two more checks coming in for approximately the same amount. Mr. Ressler stated there is a third check that will cover the direct cost of management, which captures the cost related to the efforts by CDM Smith to apply for the funds and the work that Randy Roberts did gathering documentation. Mr. Ressler estimated it to be 5 percent of the amount already paid to the District, which is approximately \$3,500.
2. Attended PAL of Lealman Breakfast on November 9, 2018 and in return they sent the District another plaque.
3. Annual John Morrone First Responders Dinner is coming up February 16, 2019. Jennifer and Nicole will be attending. Mr. Farrell stated he would be attending, and Mr. Taylor was unsure if he could attend. There are 10 spots available and currently there are only 4 spots are spoken for.
4. Mr. Roberts stated he would be out of town from February 23 through March 11, 2019.
5. Legislation – Jennifer Cowan stated that Session is coming up quickly and bills are being filed right now related to General Government, that may affect the District if they pass. One bill is reducing the amount of retainage allowed on your construction contracts, which may get reduced from the current 10% to 5%. Another bill out right now would completely change the notice requirements for Public meetings. It would be much more restrictive as to how early your notice has to be out, and the meeting agenda would have to be set and locked. Also, as respects public participation at meetings, it would specify how long someone has to participate and on what issues they can participate. Ms. Cowan will provide an update once the Session is complete.
6. Mr. Silcott stated he is representing the Davis Field Neighborhood Association and would like to find out what is it going to take for us to initiate putting in installation of a concrete bottom in Channel 5. Resident requested regularly scheduled cleanings. Mr. Roberts noted that he or Dave Cook can be contacted, and the District will get someone out there. Mr. Roberts offered to present the 5-year Capital Improvement Plan (CIP) at the next Board Meeting in March to review the current projects and budget. Construction costs appear to be going up which will also need to be considered for 5-year CIP planning.

The pipe on the east side of the road is owned by the City of Pinellas Park and is part of their maintenance program. On the east end, there is a large pipe that goes into a basin and pops out into Channel 5 which is vertical sheet piles. The District will reach out to the City of Pinellas Park for further discussion. Mr. Roberts offered to attend the residential community meeting and to meet with residents as needed.

A 5-year CIP review discussion will be added to the next District Board meeting agenda.

### **COMMENTS FROM THE PUBLIC**

No additional comments.

**VI. BOARD MEMBER COMMENTS**

No additional comments.

**VII. ADJOURNMENT**

There was no further business to come before the Board and Mr. Farrell moved to adjourn Pinellas Park Water Management District Board Meeting #2. Second was made by Mr. Taylor.

Meeting was adjourned at 6:18 p.m.

THIS DOCUMENT IS CERTIFIED AS APPROVED ON \_\_\_\_\_

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_

Signed: \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice Chairman

\_\_\_\_\_  
Treasurer