



# Item No. 1

**CITY OF RIVIERA BEACH DISTRICT BOARD  
AGENDA ITEM SUMMARY**

MEETING DATE: NOVEMBER 17, 2010 AGENDA ITEM SUMMARY NO. M10-111-1

- |   |  |
|---|--|
| <input type="checkbox"/> AWARDS / PRESENTATIONS / PETITIONS | <input type="checkbox"/> REGULAR                   |
| <input checked="" type="checkbox"/> CONSENT                 | <input type="checkbox"/> RESOLUTION                |
| <input type="checkbox"/> PUBLIC HEARING                     | <input type="checkbox"/> DISCUSSION & DELIBERATION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING        | <input type="checkbox"/> BOARD APPOINTMENT         |
| <input type="checkbox"/> ORDINANCE ON FIRST HEARING         | <input type="checkbox"/> WORKSHOP                  |

**TITLE/SUBJECT: MINUTES OF THE UTILITY SPECIAL DISTRICT MEETING HELD OCTOBER 20, 2010**

**RECOMMENDATION / MOTION: BOARD OF DIRECTORS TO APPROVE THE MINUTES OF THE UTILITY SPECIAL DISTRICT MEETING HELD OCTOBER 20, 2010**

Assistant City Manager <i>DS per REG</i>	Library
◆ District Attorney	Marina
◆ District Clerk <i>WJ</i>	Police
Community Development	Public Works
◆ Finance	◆ Purchasing
Fire	Recreation & Parks
Human Resources	◆ Utility Special District
Information Systems	Other

APPROVED BY DISTRICT DIRECTOR: *Gloria Stutland* DATE: 11/12/10

Originator: <i>COS</i> OFFICE OF THE CITY CLERK User: / ALL	Costs: _____ Current FY: _____ Funding Source: <input type="checkbox"/> Capital Improvement <input type="checkbox"/> Operating <input type="checkbox"/> Other: Budget Account Number:	District Board Actions: <input type="checkbox"/> Approved <input type="checkbox"/> Approved W/conditions <input type="checkbox"/> Denied _____ <input type="checkbox"/> Tabled to _____ <input type="checkbox"/> Referred to staff _____
Advertised: Date: Paper: <input checked="" type="checkbox"/> Not Required Affected Parties <input type="checkbox"/> Notified <input checked="" type="checkbox"/> Not Required		Attachments: 1. MINUTES OF THE OCTOBER 20, 2010 UTILITY SPECIAL DISTRICT MEETING

BACKGROUND/SUMMARY:

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2008	2009	2010	20__
Capital Expenditures	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
Operating Costs	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
External Revenues	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
Program Income (City)	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
In-Kind Match (City)	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
<b>NET FISCAL IMPACT</b>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>

**NO. ADDITIONAL FTE POSITIONS (Cumulative)** \_\_\_\_\_

Is Item Included In Current Budget? Yes \_\_\_\_\_ No \_\_\_\_\_

Budget Account No.: Fund \_\_\_\_\_ Dept/Division \_\_\_\_\_ Org. \_\_\_\_\_ Object \_\_\_\_\_  
 Reporting Category \_\_\_\_\_

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

**C. Departmental Fiscal Review:**



**III. REVIEW COMMENTS**

**A. Finance Department and/or Purchasing/Intergovernmental Relations/Grants Comments:**

\_\_\_\_\_  
 Finance Department

\_\_\_\_\_  
 Purchasing and Grants

**B. Other Department Review:**

  
 \_\_\_\_\_  
 Department Director

CITY OF RIVIERA BEACH  
PALM BEACH COUNTY, FLORIDA  
UTILITY SPECIAL DISTRICT BOARD MEETING MINUTES  
MUNICIPAL COMPLEX COUNCIL CHAMBERS  
WEDNESDAY, OCTOBER 20, 2010, AT 6:00 P.M.

**ANY PERSON WHO WOULD LIKE TO SPEAK ON AN AGENDA ITEM (NONCONSENT ITEMS ONLY), PLEASE FILL OUT A GOLD PUBLIC COMMENT CARD LOCATED IN THE BACK OF THE COUNCIL CHAMBERS AND GIVE IT TO THE UTILITY DISTRICT DIRECTOR PRIOR TO THE BEGINNING OF THE MEETING. IN NO EVENT WILL ANYONE BE ALLOWED TO SPEAK ON AN AGENDA ITEM AFTER THE RESOLUTION IS READ OR ITEM CONSIDERED.**

**ROLL CALL**

Chairperson Pardo was present and presided. Upon a roll call by Deputy District Clerk Anthony, the following were present: Board Chairperson Dawn S. Pardo; Vice Chairperson Judy L. Davis; Board member Billie E. Brooks; Board member Cedrick A. Thomas; and Board member Shelby L. Lowe. Also present were City Manager Ruth Jones; Interim District Director Gloria Shuttlesworth; Deputy District Clerk Claudene L. Anthony; and Assistant District Attorney Rachael Johnson.

**Invocation/Pledge of Allegiance**

Everyone stood for a Moment of Silence and the Pledge of Allegiance led by Chairperson Pardo.

**Adoption of Agenda**

A motion was made by **Councilperson Thomas** and seconded by **Vice Chairperson Davis** to approve the agenda.

**MOTION**

Upon a roll call vote by Deputy District Clerk Anthony, the vote was unanimous.

**MOTION APPROVED**

**CONSENT AGENDA:**

**ALL MATTERS LISTED UNDER THIS ITEM ARE CONSIDERED TO BE ROUTINE AND ACTION WILL BE TAKEN BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A COUNCILPERSON SO REQUESTS, IN WHICH EVENT, THE ITEM WILL BE REMOVED FROM THE GENERAL ORDER OF BUSINESS AND CONSIDERED IN ITS NORMAL SEQUENCE ON THE AGENDA.**

**MINUTES:**

1. MINUTES OF THE REGULAR UTILITY SPECIAL DISTRICT BOARD MEETING HELD ON SEPTEMBER 15, 2010.

**RESOLUTIONS:**

**NONE**

**END OF CONSENT AGENDA**

A motion was made by **Vice Chairperson Davis** and seconded by **Councilperson Thomas** to approve the Consent Agenda.

**MOTION**

Upon a roll call vote by Deputy District Clerk Anthony, the vote was unanimous.

**MOTION APPROVED**

**COMMENTS FROM THE PUBLIC – 6:15 PM\*<sup>1</sup> – Non Agenda or Consent Item Speakers (Three Minute Limitation)** *Please be reminded that the Utility District Board has adopted a set of “Rules of Decorum Governing Public Conduct During Official Meetings”, which has been posted at the entrance of the Council Chambers. In an effort to preserve order, if any of the rules are not adhered to, the District Board Chairperson may have any disruptive speaker removed from the podium from the meeting and/or the building, if necessary. Please govern yourselves accordingly.*

**NONE**

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<sup>1</sup>Public Comments will begin at 6:15 PM or if an item is already in progress, Public Comments will begin immediately after the item has concluded.

**AWARDS AND PRESENTATIONS:**

**NONE**

REGULAR:

2. RESOLUTION NO. 38-10UD A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT, PALM BEACH COUNTY, FLORIDA, APPROVING THE PROPOSAL FROM BARNES FERLAND and ASSOCIATES, Inc., IN THE AMOUNT OF \$48,196.90 TO PERFORM PROFESSIONAL ENGINEERING SERVICES IN ORDER TO COMPLETE THE 2010 TRIENNIAL REPORT FOR THE CITY OF RIVIERA BEACH UTILITY DISTRICT; AND AUTHORIZING THE INTERIM DISTRICT FINANCE DIRECTOR TO PAY THIS AMOUNT FROM ACCOUNT NO. 411-1417-536-0-3106; AND PROVIDING AN EFFECTIVE DATE.

Deputy District Clerk Anthony read the aforementioned resolution into the record.

A motion was made by Vice Chairperson Davis and seconded by Board member Thomas to approve Resolution No. 38-10UD.

MOTION

Upon a roll call vote by Deputy District Clerk Anthony, the vote was unanimous.

MOTION APPROVED

3. RESOLUTION NO. 39-10UD A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT, PALM BEACH COUNTY, FLORIDA, APPROVING THE PROPOSAL FROM BARNES FERLAND and ASSOCIATES, Inc., IN THE AMOUNT OF \$31,477.00 TO PERFORM PROFESSIONAL ENGINEERING SERVICES IN ORDER TO COMPLETE THE WATER METER INVENTORY REPORT FOR THE CITY OF RIVIERA BEACH UTILITY DISTRICT; AND AUTHORIZING THE INTERIM DISTRICT FINANCE DIRECTOR TO PAY THIS AMOUNT FROM ACCOUNT NO. 411-1417-536-0-3106; AND PROVIDING AN EFFECTIVE DATE.

Deputy District Clerk Anthony read the aforementioned resolution into the record.

A motion was made by Vice Chairperson Davis and seconded by Board member Brooks to approve Resolution No. 39-10UD.

MOTION

Vice Chairperson Davis stated for the record that she would like an accurate database to include the type of meter's installed at each address, date of change out, and whether or not meter was stolen.

An amended motion was made by Vice Chairperson Davis and seconded by Board member Brooks instructing the city manager to create an accurate database of each

utility account showing all accurate information as to all of the things she previously stated.

**AMENDED**

**Vice Chairperson Davis** stated that it should be mandated that employees be trained in various software programming.

Upon a roll call vote by Deputy District Clerk Anthony, the vote was unanimous.

**MOTION APPROVED**

4. **RESOLUTION NO. 40-10UD A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT, PALM BEACH COUNTY, FLORIDA, APPROVING THE PROPOSAL FROM TO INSITUFORM TECHNOLOGIES, INC., PIGGY-BACKING OFF BID NO. 262-10, APPROVED AUGUST 18, 2010 BY THE UTILITY DISTRICT BOARD; IN THE AMOUNT OF \$12,174.80, PLUS A 10% CONTINGENCY, TOTALING \$13,392.28 FOR THE SEWER IMPROVEMENTS ALONG WEST 23<sup>rd</sup> STREET FROM AVENUE "S" TO AVENUE "R"; AND AUTHORIZING THE INTERIM DISTRICT FINANCE DIRECTOR TO TRANSFER FUNDS, IN THE AMOUNT OF \$13,392.28, FROM THE UTILITY DISTRICT'S CONTINGENCY ACCOUNT NO. 412-1417-536-0-5999 TO CAP: SEWAGE COLLECTION ACCOUNT NO. 412-1438-535-0-4606 AND TO PAY SAME; AND PROVIDING AN EFFECTIVE DATE.**

**Deputy District Clerk Anthony** read the aforementioned revised resolution heading into the record.

A motion was made by **Vice Chairperson Davis** and seconded by **Board member Brooks** to approve revised Resolution No. 40-10UD.

**MOTION**

Upon a roll call vote by Deputy District Clerk Anthony, the vote was unanimous.

**MOTION APPROVED**

5. **RESOLUTION NO. 41-10UD A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT, PALM BEACH COUNTY, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH JOHN J. FUMERO, P.A. OF ROSE, SUNDSTROM & BENTLEY, LLP AS SPECIAL COUNSEL WITH RESPECT TO THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT CONSUMPTIVE USE PERMIT AND OTHER WATER/UTILITY RELATED MATTERS; AUTHORIZING THE DISTRICT FINANCE DIRECTOR TO APPROPRIATE ADDITIONAL FUNDS FROM CONTINGENCY ACCOUNT NUMBER 412-1417-536-0-5999 TO BUDGET ACCOUNT NUMBER 412-1437-533-0-3108 PROFESSIONAL SERVICES – WATERPERMIT APPLICATION, IN THE AMOUNT OF \$70,000; AND PROVIDING AN EFFECTIVE DATE.**

**Deputy District Clerk Anthony** read the aforementioned resolution into the record.

A motion was made by **Vice Chairperson Davis** and seconded by **Board member Brooks** to approve Resolution No. 41-10UD.

**MOTION**

Upon a roll call vote by Deputy District Clerk Anthony, the motion was approved with Vice Chairperson Davis out.

**MOTION APPROVED**

**PETITIONS AND COMMUNICATIONS FOR FILING:**

NONE

**PUBLIC HEARINGS:**

**ORDINANCES ON SECOND READING:**

NONE

**ORDINANCES ON FIRST READING:**

NONE

**BOARD APPOINTMENT(S):**

NONE

**DISCUSSION BY THE INTERIM DIRECTOR OF UTILITIES:**

NONE

**LEGAL DISCUSSION/REQUEST:**

NONE

**DISCUSSION AND RECOMMENDATIONS BY DISTRICT BOARD:**

**Chairperson Pardo** inquired as to when would the improvements to Park Avenue be completed.

**Mario Loaiza, Utility Special District**, stated that Park Avenue was one of the major outfalls for the A1A project. He stated that the sewer portion of the project would be completed by the end of the week.

**Board member Thomas** inquired as to whether or not the city and its customers were affected by the leak that happened earlier in the day in the Mangonia Park area.

**Mario Loaiza, Utility Special District,** stated that the city's portion was not affected.

**ADJOURNMENT**

**There being no further business, the meeting was duly adjourned at 6:43 p.m.**

PLEASE NOTE: A COMPLETE AGENDA PACKAGE AND RECORDING IS ON FILE IN THE OFFICE OF THE CITY CLERK.

APPROVED:

\_\_\_\_\_  
DAWN S. PARDO  
CHAIRPERSON

ATTEST:

\_\_\_\_\_  
CARRIE E. WARD  
MASTER MUNICIPAL CLERK  
UTILITY SPECIAL DISTRICT CLERK

\_\_\_\_\_  
JUDY L. DAVIS  
VICE CHAIRPERSON

\_\_\_\_\_  
BILLIE E. BROOKS  
BOARD MEMBER

\_\_\_\_\_  
CEDRICK A. THOMAS  
BOARD MEMBER

\_\_\_\_\_  
SHELBY L. LOWE  
BOARD MEMBER

MOTIONED BY: \_\_\_\_\_  
SECONDED BY: \_\_\_\_\_

D. PARDO \_\_\_\_\_  
J. DAVIS \_\_\_\_\_  
B. BROOKS \_\_\_\_\_  
C. THOMAS \_\_\_\_\_  
S. LOWE \_\_\_\_\_

DATE APPROVED: 11/17/2010