

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
REGULAR MEETING - MINUTES
MAY 21, 2020

1. CALL TO ORDER

Chairman Rockoff called the Regular Meeting of May 21, 2020 to order at 7:12 PM and explained the various methods of attending the meeting (in person, electronically or telephonically).

2. ADMINISTRATIVE MATTERS

A. ROLL CALL

The following Board Members were in attendance.

Mr. Rockoff
Dr. Rostock
Mr. Silverman (via GotoWebinar)
Mr. Snyder
Mr. Boggie

Staff Members in attendance were Dr. Arrington, Mr. Dean, Mr. Howard (via GotoWebinar), Ms. Fraraccio (via GotoWebinar) and Mr. Pugsley.

Consultants in attendance were Mr. Shenkman with Curtis Shenkman, P.A. (via GotoWebinar) and Ms. Jensen with Klausner, Kaufman, Jensen & Levinson (via GotoWebinar).

Ms. Wynne from Busch Wildlife Sanctuary was also in attendance.

B. PREVIOUS MEETING MINUTES

The minutes of the Regular Meeting of April 16, 2020 were presented for approval and the following motion was made.

MOTION: Made by Mr. Boggie, Seconded by Dr. Rostock,
Passed Unanimously.

“THAT THE GOVERNING BOARD approve the minutes of the April 16, 2020 Regular Meeting as presented.”

C. ADDITIONS & DELETIONS TO THE AGENDA

Item 6C was moved to between Items 3 and 4.
Items 5B and 5G were moved to the Regular Agenda.

3. COMMENTS FROM THE PUBLIC

No comments were received.

6C. BUSCH WILDLIFE SANCTUARY LICENSE AGREEMENT

Ms. Wynne discussed the impact of COVID-19 on the sanctuary.

MOTION: Made by Dr. Rostock, Seconded by Mr. Boggie,
Passed Unanimously.

“THAT THE GOVERNING BOARD, in light of the impacts of the ongoing COVID-19 pandemic, waives the requirements of Sections 10, 11 and 12 of the LRD-BWS Restated License Agreement dated August 11, 2011 for the year 2020.”

4. STATUS UPDATES

A. LOXAHATCHEE WATERSHED STATUS

Mr. Howard reviewed the District’s partnership with Biobot Analytics to research wastewater for SARS-CoV-2.

B. LOXAHATCHEE RIVER DISTRICT DASHBOARD

Dr. Arrington reviewed the District Dashboard.

5. CONSENT AGENDA

MOTION: Made by Mr. Boggie, Seconded by Mr. Snyder,
Passed unanimously.

“THAT THE GOVERNING BOARD approve the Consent Agenda of May 21, 2020 with the exception of Items 5B and 5G.”

The following motions were approved as a result of the Board’s adoption of the Consent Agenda:

A. Money Purchase Plan & Trust (Retirement Plan) – to ratify Plan Document

“THAT THE DISTRICT GOVERNING BOARD repeals the existing Loxahatchee River District Money Purchase Plan and Trust (dated January 1, 2016) with an effective date of June 1, 2020.
and

“THAT THE DISTRICT GOVERNING BOARD ratifies execution of the revised Loxahatchee Environmental Control River District Money Purchase Plan and Trust, which consists of the following documents: (1) Adoption Agreement for Governmental Volume Submitter Money Purchase Plan; (2) FIS Business Systems LLC Governmental Defined Contribution Volume Submitter Plan (aka Plan Document); and (3) Summary of Plan Provisions; with an effective date of June 1, 2020;

and

“THAT THE DISTRICT GOVERNING BOARD receives the Plan Determination Letter dated March 31, 2014.”

and

“THAT THE DISTRICT GOVERNING BOARD directs the Executive Director to continue to transition the District’s Retirement Plan from Morgan Stanley to Empower Retirement, including executing necessary agreements.

C. Maintenance Policy – to approve policy

“THAT THE GOVERNING BOARD approve the attached Maintenance Policy and direct the Executive Director to implement this policy with an effective date of May 22, 2020.”

D. Owner Furnished Equipment-LS291 & LS161 – to approve purchase

“THAT THE DISTRICT GOVERNING BOARD authorize the “piggy-back” of the Florida Association of Counties (FSA&AC) contract with ACF Power Systems, Inc. for 125KW Generator Package Specification # 102 with contract deduct amounts 80KW and 100KW generators and 600A Automatic Transfer Switch Specification # 80 with contract deduct amounts for 150A switches in accordance with ACF Power System, Inc.’s proposals dated March 21, 2020 in the amount of \$78,205.00.”

F. Fixed Asset Disposal – to approve disposal

No Fixed Assets were submitted for disposal

G. Change Orders to Current Contracts – to approve modifications

No Change Orders were presented.

6. REGULAR AGENDA

A. CONSENT AGENDA ITEMS PULLED FOR DISCUSSION

5B. Capital Asset Policy – to approve policy

Dr. Arrington reviewed the Capital Asset Policy

MOTION: Made by Mr. Boggie, Seconded by Dr. Rostock,
Passed unanimously.

“THAT THE DISTRICT GOVERNING BOARD ratify and approve the attached Capital Asset Policy and direct the Executive Director to implement the policy with an effective date of May 21, 2020.”

5E. Retirement Plan Administrative Committee Policy – to approve policy

Ms. Jensen discussed the retirement program transfer progress to date.

MOTION: Made by Mr. Silverman, Seconded by Mr. Snyder,
Passed unanimously.

“THAT THE GOVERNING BOARD approve the attached Retirement Plan Administrative Committee Policy and direct the Executive Director to implement this policy with an effective date of June 1, 2020.”

B. Consultants Competitive Negotiation Act Acceptance of Qualified Firms

Mr. Dean discussed the acceptance of Qualified Firms.

MOTION: Made by Mr. Snyder, Seconded by Dr. Rostock,
Passed unanimously.

“THAT THE DISTRICT GOVERNING BOARD approve the list of Request for Qualifications #20-001-PROFSERVICES Qualified Firms.”

D. Injection Well Pump Station Variable Frequency Drives

Mr. Pugsley reviewed his memo on the variable frequency drives.

MOTION: Made by Mr. Boggie, Seconded by Dr. Rostock,
Passed unanimously.

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to execute a purchase order to Howard Woodrow & Associates in accordance with their proposal dated April 2, 2020, for the purchase of four (4) VFD units at \$17,725.00/each for a total purchase amount of \$70,900.00.”

E. Rules Chapter 31-15, Indexing Final Orders

Dr. Arrington reviewed the repeal of Rules Chapter 31-15.

MOTION: Made by Mr. Boggie, Seconded by Mr. Snyder,
Passed unanimously.

“That the Governing Board repeal District Rule 31-15 effective May 21, 2020.”

F. Rules Chapter 31-5, Rulemaking Procedure

Dr. Arrington reviewed Rules Chapter 31-5 and stated that after review, the Chapter would be unchanged.

MOTION: Made by Mr. Snyder, Seconded by Mr. Silverman,
Passed unanimously.

“THAT THE GOVERNING BOARD ratifies the existing LRD Rule Chapter 31-05 Rulemaking Proceedings.”

G. Rules Chapter 31-10, Rates, Fees and Charges COVID-19 Considerations

Dr. Arrington reviewed Rules Chapter 31-10 and the Board discussed potential COVID-19 considerations.

MOTION: Made by Mr. Boggie, Seconded by Mr. Silverman,
Passed unanimously.

“THAT THE DISTRICT GOVERNING BOARD temporarily (from May 22, 2020 through September 30, 2020) revises the District’s Delinquent Account Payment Policy to reduce the minimum monthly payment to \$1.”

7. REPORTS

The following reports stood as written.

A. NEIGHBORHOOD SEWERING

B. LEGAL COUNSEL’S REPORT

C. ENGINEER’S REPORTS

D. BUSCH WILDLIFE SANCTUARY

E. DIRECTOR’S REPORT

8. FUTURE BUSINESS

Dr. Arrington reviewed the Future Business report.

9. COMMENTS FROM THE BOARD

No comments were received.

10. ADJOURNMENT

MOTION: Made by Dr. Rostock, Seconded by Mr. Boggie,
Passed Unanimously.

“That the regular meeting of May 21, 2020 adjourns at 9:21 PM.”


BOARD CHAIRMAN


RECORDING SECRETARY


BOARD SECRETARY

