

Ref: #22-2023

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT  
REGULAR MEETING - MINUTES  
DECEMBER 14, 2023

1. CALL TO ORDER

Chairman Rostock called the Regular Meeting of December 14, 2023 to order at 7:00 PM.

2. ADMINISTRATIVE MATTERS

A. ROLL CALL

The following Board Members were in attendance:

Mr. Baker  
Mr. Boggie departed at 8:31 PM  
Mr. Rockoff arrived at 7:15 PM  
Dr. Rostock  
Mr. Yerkes

Staff Members in attendance were Dr. Arrington, Mr. Dean, Mr. Howard, Mr. Pugsley, Ms. Jones, Ms. Fraraccio (via GotoMeeting), Mr. Nathan Jarvis (Chief Plant Operator), and Mr. Deveyand Dave (Industrial Pretreatment Coordinator).

Consultants in attendance were Mr. Curtis Shenkman and Mr. Hunter Shenkman from Shenkman Law.

B. PREVIOUS MEETING MINUTES

“THAT THE GOVERNING BOARD approve the minutes of the Public Hearing and Regular Meeting of November 16, 2023 as submitted.”

MOTION: Made by Mr. Boggie, Seconded by Mr. Yerkes,  
Passed Unanimously.

C. ADDITIONS & DELETIONS TO THE AGENDA

Items 5B, 5I and 5J were pulled from the consent agenda.

3. COMMENTS FROM THE PUBLIC

No comments from the public were received.

#### 4. STATUS UPDATES

##### A. LOXAHATCHEE WATERSHED STATUS

Operations Team members Nathan Jarvis and Deveyand Dave discussed the impacts the holiday festivities (i.e., cooking) have on the influent flows and loadings to the District's wastewater treatment plant and the process improvements that have been made to our industrial pretreatment program, specifically our recent work improving our processes governing our grease interceptor program for commercial food establishments.

##### B. LOXAHATCHEE RIVER DISTRICT DASHBOARD

Dr. Arrington reviewed the District Dashboard.

#### 5. CONSENT AGENDA

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

“THAT THE GOVERNING BOARD approve the Consent Agenda of December 14, 2023 as presented with the exception of items 5B, 5I and 5 J.”

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

##### A. Final Assessment - 18041 69th Terrace N (Resolution 2023-14)

“THAT THE GOVERNING BOARD approve Resolution 2023-14 adopting the 18041 69th Terrace N. FINAL Assessment Roll and Exhibits.”

##### C. E-mail and Internet Use Policy – to approve policy

“THAT THE GOVERNING BOARD approve the E-Mail and Internet Use Policy and authorize the Executive Director to implement the policy with an effective date of December 15, 2023.”

##### D. Payment Processing Transaction Fees – to approve purchase order

“THE DISTRICT GOVERNING BOARD authorizes the Executive Director to approve a \$75,000 not-to-exceed purchase order to Edmunds GovTech, Inc., for eCheck and credit/debit card payment transaction fees for the remainder of FY2024.”

##### E. Printing and Postage – to approve purchase order

“THE DISTRICT GOVERNING BOARD authorizes the Executive Director to approve a \$95,000 not-to-exceed purchase order to Professional Mail Services Inc. for printing and mailing services for the remainder of FY2024.”

F. Computer Server Replacement Project – to approve purchase

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to authorize three purchase orders. One purchase order to Dell EMC for the computer server equipment and software in the amount of \$65,393.18. Two purchase orders to Virtualization Advisors, LLC: (1) for the purchase of storage hardware, software, and server accessories in the amount of \$ 67,931.74 and (2) a not to exceed purchase order for up to \$45,360 for professional installation and configuration consulting services, in accordance with the attached quotations dated November 30, 2023 and December 01, 2023.”

G. Computer Backup System Replacement Project – to approve purchase

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to authorize two purchase orders to Virtualization Advisors, LLC; one purchase order for the computer server backup equipment and software in the amount of \$39,726.41, and a not to exceed purchase order for up to \$10,080 for professional installation and configuration consulting services, in accordance with the attached quotations dated November 30, 2023.”

H. Fixed Asset Disposal - to approve disposal

“THAT THE GOVERNING BOARD authorize the Executive Director to dispose of the items included in Schedule 1: Aggregated Asset Disposals and the assets listed in Schedule 2: Renewal and Replacement Disposals in accordance with the District’s Disposal of Surplus Tangible Personal Property Policy.”

Schedule 1: Aggregated Asset Disposals

<u>Description</u>	<u>Model or Serial Number</u>	<u>Condition</u>	<u>Estimated Value</u>
2 HP Barnes Pump	SGVF2022L-LP0749	Beyond Repair	\$0
2 HP Barnes Pump	C1700273-0914	Beyond Repair	\$0
2 HP Barnes Pump	C756137-0600	Beyond Repair	\$0

Schedule 2: Renewal and Replacement Disposals

<u>Fixed Asset Number</u>	<u>Asset Description</u>	<u>Date Recorded</u>	<u>Number of Years Anticipated</u>	<u>Acquired Value</u>	<u>Book Value</u>
CTLS0235	Ls Conversions - LS210 Repairs	09/30/09	25	16,500.00	7,261.24
CTLS0236	Ls Rehabs LS210 Rehab	09/30/09	15	1,196.00	78.68
CTLS11	LS064 - Bridge Rd	09/30/84	25	31,240.00	-
CTLS124	LS163 Rehab-Piping	09/30/00	15	3,400.00	-
CTLS192	Ls Rehabs Fye 9/30/06 - Permits For LS064 Rehab	09/30/06	15	886.75	-
CTLS192	Ls Rehabs - LS064 Electrical	09/30/06	15	2,358.86	-
CTLS34	LS210 - Subregional	09/30/88	25	65,908.46	-
CTLS34	LS211 - Subregional	09/30/88	25	65,908.45	-
DLS34	LS112 - 1745 Us 1 (Yb2), Yogi Bear	02/28/82	25	20,000.00	-
DLS62	LS233 - Adm Cove/Harbour Island	11/01/87	25	82,565.64	-
DLS95	LS266 - 131 Bears Club Dr, Bears Club Ph III	09/30/01	25	12,716.47	1,523.83
IQLS518	IQ518 Pump & Motor #3 Rebuild	09/30/15	15	6,320.16	2,949.44
IQLS518	IQ518 Pump & Motor #2 Rebuild	09/30/18	10	5,927.08	2,963.53
OEO262	Computer, Dell Precision T3500 (repl Scada)	09/30/09	3	1,781.05	-

OE0292	Data Protection For Server Data	09/30/11	3	10,150.00	-
OE0293	Computer Cross Training Program	09/30/11	3	10,937.50	-
OE0294	Interactive Training Module-Compliance Sampling	09/30/12	3	17,500.00	-
OE0296	Interactive Comp Based Confined Space Training	09/30/12	3	14,000.00	-
OE0303	Palo Alto Networks Device #Pa-3020	09/30/15	3	17,150.00	-
OE0304	Server Hardware Equipment	09/30/15	3	67,182.03	-
OE038	Network Switch Upgrade -	09/30/16	3	15,800.88	-
OE129	Microsoft Office Computer Program	09/30/96	7	4,866.00	-
OE200	Replace Existing Tape Backup Unit	09/30/05	3	1,644.53	-
OE213	Powerware Ups, Model Fe.3Kva	09/30/04	3	7,156.00	-
OE228	Workstation, Precision 370 Minitower	09/30/05	3	1,549.06	-
OE243	Desktop System, Dell Optiplex Gx620	09/30/06	3	1,024.23	-
OE251	Laptop Computer, Latitude D830	09/30/07	3	1,819.09	-
OE252	Minitower, Dell Precision 390	09/30/07	3	2,059.60	-
OE39	Programming For Cad System	09/30/90	7	33,000.00	-
OE39	Software & Hardware For Cad System	09/30/91	7	6,621.00	-
OE39	Upgrade Autocad	09/30/93	6	1,430.74	-
PE48	125 Kw Diesel Genset Generator W/steel encl	09/30/05	5	40,340.35	-
PE48	Upgrade Onan 143 Kw Genset-shunt trips/breakers	09/30/09	5	1,770.00	-
TDE0219	Rebuild Booster Pump/Seals @ Iq Site #515	09/30/09	10	4,289.86	-
TDE0242-10	Eq Tank Mixing Pump #1 Rep/Upgrade (45HP)	09/30/13	15	18,266.70	6,088.90
TDE0243	Blower Bldg. - 387 Cy Mechanical Equip.	09/30/07	15	18,394.49	-
TDE0251	Sludge Odor Control	09/30/07	15	18,103.19	-
TDE0271	Clarifier 3 Rehab Work	09/30/07	15	128,821.03	-
TDE198	Rehab Materials For Clarifier #3 Rehab	09/30/07	5	2,326.50	-
TDE198	Pista Grit System Replacement	09/30/07	5	5,167.00	-
TDE201	Dell 490 Mini-Tower Maxicom Pc For Reuse	09/30/07	10	1,903.00	-
TDE96	Sludge System R&R - Muffin Monster	09/30/99	15	5,150.00	-
TDS0102	Replace A/C Condensors @ Wildpine Lab	09/30/09	10	3,965.00	-
TDS31	Filter Pump Station	09/30/89	45	5,958.78	1,444.68
TDS43	Headworks	09/30/93	40	35,293.75	8,870.22
TE0102	Unit #20 Omaha Standard 9' Crane Body	09/30/12	5	11,610.00	-
TE0102	Unit #20-Auto Crane 6,000 Lb Capacity	09/30/12	5	23,410.00	-
TE0102	Unit #20 - Misc After Market Equip	09/30/12	3	8,774.26	-
<b>Total Assets to be Disposed</b>				<b>\$ 864,143</b>	<b>\$ 31,181</b>

## 6. REGULAR AGENDA

### A. CONSENT AGENDA ITEMS PULLED FOR DISCUSSION

5.B. DEP Standard Grant Agreement for LRPI Funded Project – to authorize execution of agreement

Dr. Arrington discussed the Loxahatchee River Preservation Initiative (LRPI) grant application process and the DEP's role as grant manager for funds awarded by the Legislature to LRPI projects. Dr. Arrington also explained that the proposed work would be in addition to the remediation work at our 20 acres that is currently being designed by our consultants (see change order under tab 5.I.). Mr. Boggie explained his concern that this work is funded only by existing sewer customers. Mr. Shenkman commented that Chapter 31-16 could be a potential mechanism for developing an applicable fee. Dr. Rostock stated that Mr. Boggie has a valid point that costs should be spread across all LRD customers. Mr. Yerkes discussed his desire to explore such a fee to fund the new powers (e.g., environmental monitoring, environmental education, environmental enhancements, passive outdoor recreation) specifically enumerated in our revised enabling act. Mr. Baker expressed his preference for no new fees.

“THAT THE GOVERNING BOARD authorize the Executive Director to execute the DEP Standard Grant Application LPA0715.”

MOTION: Made by Mr. Baker, Seconded by Mr. Yerkes,  
Passed 4-1, Boggie.

5.I. Change Order to Current Contract - Professional Engineering Services for 9278 Indiantown Road/20 Acres - Site Remediation – to approve change order

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to execute KCI Technologies, Inc. Change Order No. 1 dated October 24, 2023 amending the contract amount from \$77,700.00 to \$117,180.00”

MOTION: Made by Mr. Baker, Seconded by Mr. Rockoff,  
Passed 4-1, Boggie.

5.J. Anaerobic Selector Zone Pilot Testing & Process Aeration System Energy Efficiency

Mr. Dean provided a brief overview of the proposed project, and Mr. Pugsley provided additional details regarding the motivation among staff to support the proposed project. Mr. Yerkes requested a cost benefit analysis be provided for the project. Staff will work with Baxter & Woodman to accommodate Mr. Yerkes’ request.

“THAT THE DISTRICT GOVERNING BOARD authorize the Executive Director to enter into a contract with Baxter & Woodman for professional engineering services as detailed in the attached agreement and in the amount of \$102,224.00.”

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

B. Chapter 31-10 Rates, Fees, and Charges (69th Terrace Sub-Regional Line Charge)

“THAT THE DISTRICT GOVERNING BOARD approve Rule Chapter 31-10 Rates, Fees, and Charges as revised with an effective date of December 15, 2023.”

MOTION: Made by Mr. Yerkes, Seconded by Mr. Rockoff,  
Passed unanimously.

C. Personnel Policies and Procedures – to approve revisions

Dr. Arrington reviewed the proposed changes to the District’s Personnel Policies and Procedures, and specifically highlighted the proposed, clarifying revisions that had been suggested by Board Members. Some specific questions were raised that could not be answered in real time, and staff committed to address those potential issues at our January or February Board Meeting.

“THAT THE DISTRICT GOVERNING BOARD ratify and approve the Loxahatchee River Environmental Control District’s Personnel Policies as revised with an effective date of December 15, 2023, and authorize the District’s Executive Director to update the Personnel Policies &

Procedures from time to time, and periodically present it to the Governing Board for ratification and approval.”

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

D. 430 University Boulevard – Application to Abandon/Terminate Easement

Ms. Jones discussed the application to abandon/terminate easement provided for 430 University Boulevard, and how staff followed the new, Board-approved policy. The current application affects an area 10-feet by 15-feet (150 ft<sup>2</sup>). Mr. Yerkes expressed his opposition to giving up any District lift station property.

“THAT THE DISTRICT GOVERNING BOARD approve the Application to Abandon/Terminate Easement for 430 University Boulevard.”

MOTION: Made by Mr. Baker, Seconded by Mr. Rockoff,  
Passed 4-1, Yerkes.

E. Executive Director’s Annual Review

Dr. Rostock reviewed Dr. Arrington’s very positive performance over the past year.

“THAT THE DISTRICT GOVERNING BOARD receive the review of Dr. Albrey Arrington, Executive Director, and adjust his salary as follows: effective December 23, 2023, a 3% increase in base salary and a net \$ 15,000 bonus.”

MOTION: Made by Mr. Rockoff, Seconded by Mr. Baker,  
Passed unanimously.

7. REPORTS

The following reports stood as written.

A. NEIGHBORHOOD SEWERING

B. LEGAL COUNSEL’S REPORT

C. ENGINEER’S REPORTS

D. BUSCH WILDLIFE SANCTUARY

Dr. Arrington discussed the facility removal status update provided by BWS and their ongoing efforts.

E. DIRECTOR'S REPORT

Dr. Arrington informed the Board of our 2023 Yerkes and Brienza Award Winners. Julian Bonilla, LRD Wastewater Treatment Plan Operator B, was awarded the Yerkes Award for his outstanding efforts, exceptional teamwork, diligence, and commitment to the District. Kenny Biro, LRD Collection & Distribution System Operator B, was awarded the Brienza Award for his positive attitude, time management skills, teamwork, and exemplary efforts accomplishing his PMs within our low pressure sewer system.

8. FUTURE BUSINESS

Dr. Arrington reviewed Future Business and the proposed 2024 Governing Board meeting schedule.

9. COMMENTS FROM THE BOARD

No comments were received.

10. ADJOURNMENT

MOTION: Made by Mr. Rockoff, Seconded by Mr. Yerkes,  
Passed Unanimously.

"That the Regular Meeting of December 14, 2023 adjourns at 9:40 PM."

  
BOARD CHAIRMAN

  
BOARD SECRETARY

  
RECORDING SECRETARY