

**MINUTES OF MEETING  
PINE TREE WATER CONTROL DISTRICT**

A meeting of the Board of Supervisors of the Pine Tree Water Control District was held on Thursday, October 8, 2015 at 6:00 p.m. at the Parkland City Hall, 6600 North University Drive, Parkland, Florida.

Present and constituting a quorum were:

Paul Brewer	President
Mark Weissman	Vice President
Donna Benckenstein	Secretary
Donald Eckler	Assistant Secretary
Werner T. Vaughan	Assistant Secretary

Also present were:

Kenneth Cassel	District Manager
DJ Doody	District Attorney
Warren R. Craven	District Engineer
Shawn Frankenhauser	Field Supervisor
Several residents	

*The following is a summary of the minutes and actions taken during the October 8, 2015 PTWCD Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Cassel called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the August 6, 2015 Meeting**

Mr. Cassel stated each Board member received a copy of the minutes of the August 6, 2015 meeting and requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. Weissman seconded by Ms. Benckenstein with all in favor the minutes of the August 6, 2015 meeting were approved.
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**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Consideration of Bids**

**A. Aquatic Herbicides**

Mr. Cassel reviewed the bid tabulation, which highlights what chemicals are to be purchased from separate vendors based on pricing.

On MOTION by Mr. Weissman seconded by Ms. Benckenstein with all in favor the chemical bids were awarded, as recommended by staff, to the lowest bidders indicated on the bid tabulation sheet.

*The record will reflect Mr. Brewer and Mr. Vaughan joined the meeting.*

**B. Culvert Inspection Bids**

Mr. Cassel reviewed the bids and stated staff recommends awarding the bid to Industrial Divers Corporation at a total amount of \$10,500.

On MOTION by Mr. Weissman seconded by Ms. Benckenstein with all in favor the culvert inspection bid was awarded to Industrial Divers Corporation at a total amount of \$10,500.

**FIFTH ORDER OF BUSINESS**

**Consideration of Purchase of a Pickup Truck Piggybacking off of the State of Florida State Term Contract at a Total Cost of \$30,402**

Mr. Cassel stated every time a truck breaks down they have to borrow one from CSID. He also reported Mr. Frankenhauser will now be the Field Supervisor and will be out on the field more. The truck is a 2015 Ford F-150 four-wheel drive, but they will provide a 2016 model at the same price if they do not have a 2015 model available.

On MOTION by Mr. Weissman seconded by Ms. Benckenstein with all in favor the purchase of a pickup truck at a total cost of \$30,402 was approved.

**SIXTH ORDER OF BUSINESS**

**Manager's Report**

**A. Consideration of Resolution 2016-1, Adopting a Records Retention Policy**

Mr. Cassel reviewed Resolution 2016-1, which adopts the State's General Records Schedule as a retention policy.

On MOTION by Mr. Weissman seconded by Ms. Benckenstein with all in favor Resolution 2016-1, adopting the GS1-SL schedule, was adopted.

**SEVENTH ORDER OF BUSINESS**

**Attorney's Report**

There being no report, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Engineer's Report**

Mr. Craven reported the following:

- Chabad is moving forward with their onsite improvements. The permit was issued two years ago. They completed the offsite improvements, which were under the County's jurisdiction. He had a preconstruction meeting with them and the only change to the plans is a change from GVD to NAVD. Because it's been two years and they never picked up the permit issued, Mr. Craven suggested treating it as a permit renewal and charging a fee for the renewal as well as they provide the trash bond.
- Several permit applications have been submitted for Pine Tree Estates. He is working with the City on creating a separate section in the District's permit criteria manual for Pine Tree Estates, in order to be more consistent with the City's manual.
- There is an issue with the canal bank restoration project. There was a discrepancy between the divers' report, the geotechnical report and the cross sections. The divers were finding, what they thought to be, considerably more silt in the canal than was anticipated. After further research it was determined it was soft sand bottoms and not true silt.
- He is working on finalizing the plans and specifications for the canal bank restoration RFP. He spoke with the property owner who is okay with the new timeframe.
- Mr. Brewer asked if work on Wiles Road was set to begin. Mr. Craven responded a start date has not been set.

**NINTH ORDER OF BUSINESS**

**Supervisors' Requests**

Mr. Eckler asked if the District's Permit Criteria Manual will be revised if there is additional permitting by the District. Mr. Craven responded he is going to incorporate changes in the update he is currently working on. It will include NGBD as well as the latest SFWMD changes.

October 8, 2015

Pine Tree Water Control District

**TENTH ORDER OF BUSINESS**

**Approval of Financials Dated August 31,  
2015 and Check Registers**

There being no questions or comments,


On MOTION by Mr. Weissman seconded by Ms. Benckenstein with all in favor the financials were approved.

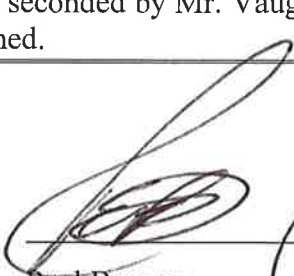
**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. Benckenstein seconded by Mr. Vaughan with all in favor the meeting was adjourned.

  
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Kenneth Cassel  
Assistant Secretary

  
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Paul Brewer  
President