



Sunshine
Water Control District

REGULAR MEETING AGENDA

April 10, 2024

**SUNSHINE
WATER CONTROL DISTRICT**

**AGENDA
LETTER**



April 3, 2024

Board of Supervisors
Sunshine Water Control District

ATTENDEES:
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Dear Board Members:

The Board of Supervisors of the Sunshine Water Control District will hold a Regular Meeting on April 10, 2024 at 6:30 p.m., at Sartory Hall, 10150 NW 29th Street, Coral Springs, Florida 33065. The agenda is as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comments **[3-Minute Time Limit]** *(Comments should be made from the microphone to ensure recording. Please state your name prior to speaking.)*
5. Consideration of 401(A) Related Matters
6. Acceptance of Unaudited Financial Statements as of February 29, 2024
7. Approval of Minutes
 - A. March 13, 2024 Landowners' Meeting
 - B. March 13, 2024 Regular Meeting
8. Supervisors' Communications
9. Staff Reports
 - A. District Counsel: *Lewis, Longman & Walker, P.A.*
 - I. Discussion: Memorandum Regarding November Election of Supervisors
 - Consideration of Resolution 2024-05, Calling a General Election for the Purpose of Electing a Board of Supervisors on November 5, 2024, Including Seat 1, Seat 2, Seat 3, Seat 4, and Seat 5; Qualifying Candidates; Setting Terms; and Applicable Law
 - II. Discussion: District Board of Supervisors Compensation Policy

- B. District Engineer: *Craig A. Smith & Associates*
 - I. Presentation: Monthly Engineer’s Report
 - II. Permit Application(s)
 - Lady Bird Academy, Permit 2022-14 Extension Request
- C. District Engineering Consultant: *John McKune*
- D. District Field Supervisor: *Cory Selchan*
- E. District Manager: *Wrathell, Hunt & Associates, LLC*
 - NEXT MEETING: May 8, 2024 at 6:30 PM
 - QUORUM CHECK

JOE MORERA	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
IVAN ORTIZ	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
CAROL SMITH	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

- 10. Public Comments
- 11. Adjournment

Should you have any questions, please contact me directly at (561) 512-9027.

Sincerely,



Jamie Sanchez
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 131 733 0895

**SUNSHINE
WATER CONTROL DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

**SUNSHINE
WATER CONTROL DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
FEBRUARY 29, 2024**

**SUNSHINE
WATER CONTROL DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
FEBRUARY 29, 2024**

	General Fund	Debt Service Fund Series 2021	Total Governmental Funds
ASSETS			
Centennial Bank	\$ 5,342,927	\$ -	\$ 5,342,927
Centennial Bank - escrow	82,431	-	82,431
DS - Series 2021	-	1,146,363	1,146,363
Investments			
State Board of Administration			
A Investment account	5,551	-	5,551
A Bank maintenance reserve account	2,908	-	2,908
A Renewal & replacement reserve account	2,164	-	2,164
A Equipment replacement reserve account	228	-	228
Centennial Bank - MMA	261,795	-	261,795
FineMark Bank - MMA	40,319	-	40,319
Bank United - MMA	250,000	-	250,000
Bank United - ICS	10,283,488	-	10,283,488
Iberia Bank - MMA	5,558	-	5,558
Due from general fund	-	26,144	26,144
Due from other sources	2,670	-	2,670
Total assets	<u>\$16,280,039</u>	<u>\$ 1,172,507</u>	<u>\$ 17,452,546</u>
LIABILITIES			
Liabilities:			
Retainage payable	\$ 100,141	\$ -	\$ 100,141
Due to debt service	26,144	-	26,144
Deposits payable/trash bonds	239,500	-	239,500
Cost recovery deposits	52,879	-	52,879
Total liabilities	<u>418,664</u>	<u>-</u>	<u>418,664</u>
FUND BALANCES			
Assigned:			
3 months working capital	1,760,312	-	1,760,312
Disaster recovery	3,500,000	-	3,500,000
Truck replacement	180,000	-	180,000
Restricted for			
Debt service	-	1,172,507	1,172,507
Unassigned	10,421,063	-	10,421,063
Total fund balances	<u>15,861,375</u>	<u>1,172,507</u>	<u>17,033,882</u>
Total liabilities and fund balances	<u>\$16,280,039</u>	<u>\$ 1,172,507</u>	<u>\$ 17,452,546</u>

**SUNSHINE
WATER CONTROL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 29, 2024**

	Current Month	Year to Date	Adopted Budget	% of Budget
REVENUES				
Assessments	\$ 114,931	\$ 3,351,214	\$ 3,727,751	90%
Interest and miscellaneous	41,303	212,786	9,000	2364%
Permit review fees	-	1,050	2,450	43%
Cost recovery	-	-	17,500	0%
Total revenues	<u>156,234</u>	<u>3,565,050</u>	<u>3,756,701</u>	95%
EXPENDITURES				
Administrative				
Supervisors	250	550	1,938	28%
Supervisor health care benefits	-	2,440	25,000	10%
Supervisors reimbursement	-	-	7,500	0%
Management/accounting/recording	5,642	28,210	67,706	42%
DSF & CPF accounting	1,318	6,590	15,816	42%
Dissemination fee	84	417	1,000	42%
Arbitrage rebate calculation	-	-	750	0%
Trustee	3,000	3,000	5,000	60%
Audit	-	-	11,500	0%
Legal	203	9,807	95,000	10%
Legal - legislative representation	-	-	24,000	0%
Retirement plan consulting	-	512	10,000	5%
Human resource services	649	3,243	7,784	42%
Communication	-	-	7,500	0%
Dues/subscriptions	-	4,675	4,500	104%
Rent - operations facility	8,354	20,887	50,126	42%
Insurance	-	25,997	27,630	94%
Legal advertising	-	324	2,500	13%
Office supplies and expenses	-	-	1,500	0%
Postage	-	339	1,200	28%
Postage-ROW clearing	-	-	500	0%
Printing and binding	116	583	1,400	42%
Website	705	705	3,000	24%
ADA website compliance	-	-	210	0%
Contingencies	-	1,030	5,000	21%
Total administrative expenses	<u>20,321</u>	<u>109,309</u>	<u>378,060</u>	29%
Field operations				
Salaries and wages	35,473	182,370	469,439	39%
FICA taxes	3,727	14,088	35,912	39%
Special pay	-	1,451	2,000	73%
Bonus program	-	-	2,500	0%
401a retirement plan	3,994	18,699	46,944	40%
Health insurance	16,303	83,726	373,750	22%
Workers' compensation insurance	-	11,908	16,500	72%
Engineering	1,485	3,498	100,000	3%
Engineering - capital outlay NW 123 ave	-	-	85,000	0%
Engineering - capital outlay University drive	-	-	100,000	0%
Engineering - telemetry	-	-	75,500	0%
Engineering - wofo phase 3	70,665	77,545	340,000	23%
Consulting engineer services	-	-	25,000	0%
Cost recovery	525	3,325	17,500	19%
Water quality testing	1,253	2,506	5,224	48%
Telephone	255	255	1,800	14%

**SUNSHINE
WATER CONTROL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 29, 2024**

	Current Month	Year to Date	Adopted Budget	% of Budget
Electric	698	29,738	85,000	35%
Insurance	-	67,237	89,438	75%
Repairs and maintenance				
Canal banks	-	2,200	75,000	3%
Canal dredging	-	-	50,000	0%
Culvert inspection & cleaning	-	4,250	100,000	4%
Dumpster service	4,139	7,056	13,000	54%
Truck, tractor and generator	8,996	10,016	32,000	31%
Other	236	1,809	10,000	18%
Operating supplies				
Chemicals	-	9,216	90,000	10%
Fuel	1,664	4,136	20,000	21%
Fuel-pump station generator	-	-	50,000	0%
Triploid carp	-	-	19,755	0%
Uniforms	-	576	3,217	18%
Other	630	721	4,000	18%
Permit fees, licenses, schools	-	680	5,000	14%
Capital outlay - NW 123 Ave	-	-	200,000	0%
Capital outlay - University drive	-	-	150,000	0%
Capital outlay - telemetry	-	-	340,000	0%
Capital outlay - wofc phase 3	-	-	2,500,000	0%
Field equipment	-	1,539	35,000	4%
Pump station telemetry	440	1,917	40,000	5%
Contingencies	-	-	5,000	0%
Total field operations	<u>150,483</u>	<u>540,462</u>	<u>5,613,479</u>	10%
Other fees and charges				
Tax collector	1,149	33,490	38,831	86%
Property appraiser	1,150	33,490	38,831	86%
Property tax bills - fire & EMS assessment	-	40	100	40%
Total other fees & charges	<u>2,299</u>	<u>67,020</u>	<u>77,762</u>	86%
Total expenditures	<u>173,103</u>	<u>716,791</u>	<u>6,069,301</u>	12%
Excess/(deficiency) of revenues over/(under) expenditures	(16,869)	2,848,259	(2,312,600)	
Fund balance - beginning	15,878,244	13,013,116	11,721,524	
Fund balance - ending				
Assigned:				
3 months working capital	1,760,312	1,760,312	1,760,312	
Disaster recovery	3,500,000	3,500,000	3,500,000	
Truck replacement	180,000	180,000	180,000	
Unassigned	10,421,063	10,421,063	5,155,520	
Total fund balance - ending	<u>\$ 15,861,375</u>	<u>\$ 15,861,375</u>	<u>\$ 9,408,924</u>	

**SUNSHINE
WATER CONTROL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2021
FOR THE PERIOD ENDED FEBRUARY 29, 2024**

	Current Month	Year To Date	Adopted Budget	% of Budget
REVENUES				
Assessment levy: on-roll	\$ 26,158	\$ 762,724	\$ 848,359	90%
Interest	3,241	11,803	-	N/A
Total revenues	<u>29,399</u>	<u>774,527</u>	<u>848,359</u>	91%
EXPENDITURES				
Debt service				
Principal	-	-	490,000	0%
Interest	-	174,079	348,158	50%
Total debt service	<u>-</u>	<u>174,079</u>	<u>838,158</u>	21%
Other fees and charges				
Tax collector	262	7,622	8,837	86%
Property appraiser	262	7,623	8,837	86%
Total other fees and charges	<u>524</u>	<u>15,245</u>	<u>17,674</u>	86%
Total expenditures	<u>524</u>	<u>189,324</u>	<u>855,832</u>	22%
Excess/(deficiency) of revenues over/(under) expenditures	28,875	585,203	(7,473)	
Fund balances - beginning	1,143,632	587,304	570,220	
Fund balances - ending	<u>\$ 1,172,507</u>	<u>\$ 1,172,507</u>	<u>\$ 562,747</u>	

SUNSHINE

Water Control District

Special Assessment Revenue Refunding Bonds, Series 2021

\$12,010,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+i
11/01/2022		-	181,246.25	181,246.25
05/01/2023	470,000.00	3.050%	181,246.25	651,246.25
11/01/2023	-	-	174,078.75	174,078.75
05/01/2024	490,000.00	3.050%	174,078.75	664,078.75
11/01/2024	-	-	166,606.25	166,606.25
05/01/2025	500,000.00	3.050%	166,606.25	666,606.25
11/01/2025	-	-	158,981.25	158,981.25
05/01/2026	515,000.00	3.050%	158,981.25	673,981.25
11/01/2026	-	-	151,127.50	151,127.50
05/01/2027	530,000.00	3.050%	151,127.50	681,127.50
11/01/2027	-	-	143,045.00	143,045.00
05/01/2028	550,000.00	3.050%	143,045.00	693,045.00
11/01/2028	-	-	134,657.50	134,657.50
05/01/2029	565,000.00	3.050%	134,657.50	699,657.50
11/01/2029	-	-	126,041.25	126,041.25
05/01/2030	585,000.00	3.050%	126,041.25	711,041.25
11/01/2030	-	-	117,120.00	117,120.00
05/01/2031	600,000.00	3.050%	117,120.00	717,120.00
11/01/2031	-	-	107,970.00	107,970.00
05/01/2032	615,000.00	3.050%	107,970.00	722,970.00
11/01/2032	-	-	98,591.25	98,591.25
05/01/2033	635,000.00	3.050%	98,591.25	733,591.25
11/01/2033	-	-	88,907.50	88,907.50
05/01/2034	655,000.00	3.050%	88,907.50	743,907.50
11/01/2034	-	-	78,918.75	78,918.75
05/01/2035	675,000.00	3.050%	78,918.75	753,918.75
11/01/2035	-	-	68,625.00	68,625.00
05/01/2036	690,000.00	3.050%	68,625.00	758,625.00
11/01/2036	-	-	58,102.50	58,102.50
05/01/2037	720,000.00	3.050%	58,102.50	778,102.50
11/01/2037	-	-	47,122.50	47,122.50
05/01/2038	735,000.00	3.050%	47,122.50	782,122.50
11/01/2038	-	-	35,913.75	35,913.75
05/01/2039	760,000.00	3.050%	35,913.75	795,913.75
11/01/2039	-	-	24,323.75	24,323.75
05/01/2040	785,000.00	3.050%	24,323.75	809,323.75
11/01/2040	-	-	12,352.50	12,352.50
05/01/2041	810,000.00	3.050%	12,352.50	822,352.50
Total	\$11,885,000.00	-	\$3,947,462.50	\$15,832,462.50

**SUNSHINE
WATER CONTROL DISTRICT**

MINUTES A

DRAFT

**MINUTES OF MEETING
SUNSHINE WATER CONTROL DISTRICT**

A Meeting of the Landowners of the Sunshine Water Control District was held on March 13, 2024, at 6:30 p.m., at Sartory Hall, 10150 NW 29 St., Coral Springs, Florida 33065.

Present at the meeting:

Jamie Sanchez	District Manager
Orlando Rubio	District Engineer
Ivan Ortiz	Landowner
Joe Morera	Landowner
Carol Smith (via telephone)	Landowner
Curtis Tiefenbrun	Resident
Other Members of the Public	

FIRST ORDER OF BUSINESS

Call to Order

Ms. Sanchez called the meeting to order at 6:33 p.m.

SECOND ORDER OF BUSINESS

Affidavit of Publication

The affidavit of publication was included for informational purposes.

THIRD ORDER OF BUSINESS

**Election of Chair and Secretary for the
Purpose of Conducting the Landowners'
Meeting**

All in attendance agreed to Ms. Sanchez serving as Chair and Secretary to conduct the Landowners' meeting.

FOURTH ORDER OF BUSINESS

Determination of a Quorum Present

As Landowners of the Sunshine Water Control District (SWCD) were present, a quorum was established.

38 **FIFTH ORDER OF BUSINESS** **Election of Supervisor**

39

40 **A. Nominations**

- 41 • **Seat Currently Held by Joe Morera (*three-year term*)**

42 Landowner Ivan Ortiz nominated Mr. Joe Morera. No other nominations were made.

43 **B. Casting of Ballots (in order of nominations)**

- 44 • **Determine Number of Voting Units Represented**

45 A total of 38 voting units were represented.

- 46 • **Determine Number of Voting Units Assigned by Proxy**

47 All 38 voting units represented were assigned by proxy to Mr. Joe Morera. Ms. Sanchez
 48 noted that, while Mr. Ortiz and Mr. Morera are both Landowners and could cast individual
 49 ballots in person, they each executed a proxy assigning their votes to Mr. Morera. Mr. Morera
 50 is eligible to cast up to 38 votes.

51 Mr. Morera cast all 38 votes for himself.

52 **C. Ballot Tabulation and Results**

53 Ms. Sanchez reported the following ballot tabulation, results and term lengths:

54 Joe Morera	38 votes
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55 The term of this seat will expire upon the certification of the November 2024 General
56 Election.

57

58 **SIXTH ORDER OF BUSINESS** **District Engineer’s Annual Report to**
 59 **Landowners [Florida Statutes 298.14]**

60
 61 Mr. Rubio presented the District Engineer’s Annual Report to Landowners for the fiscal
 62 year of September 30, 2022 through October 1, 2023. It was noted that the Report was
 63 incorrectly dated as March 13, 2023; the Date should be March 13, 2024.

64 Mr. Rubio reviewed the capital projects and costs, listed the planned capital projects to
 65 be considered, the right-of-way (ROW) permit approvals and Letter of No Objection (LONO)
 66 requests.

67

68 **SEVENTH ORDER OF BUSINESS** **Landowners’ Questions/Comments**

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Mr. Morera thanked Mr. Rubio for keeping the projects on track, as planned. He hopes for the continued successful completion of projects.

EIGHTH ORDER OF BUSINESS

Adjournment

There being no further business to discuss, the meeting adjourned at 6:39 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

President/Vice President

**SUNSHINE
WATER CONTROL DISTRICT**

MINUTES B

DRAFT

**MINUTES OF MEETING
SUNSHINE WATER CONTROL DISTRICT**

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The Board of Supervisors of the Sunshine Water Control District held a Regular Meeting on March 13, 2024, immediately following the adjournment of the Landowners' meeting, scheduled to commence at 6:30 p.m., at the Sartory Hall, 10150 NW 29th Street, Coral Springs, Florida 33065.

Present were:

Joe Morera	President
Ivan Ortiz	Vice President
Carol Smith (via telephone)	Secretary

Also present:

Jamie Sanchez	District Manager
Janice Rustin	District Counsel
Orlando Rubio	District Engineer
Cory Selchan	Field Superintendent
A member of the public	

FIRST ORDER OF BUSINESS

Call to Order

Mr. Morera called the meeting to order at 6:41 p.m.

SECOND ORDER OF BUSINESS

Roll Call

Supervisors Morera and Ortiz were present in person. Supervisor Smith attended via telephone.

THIRD ORDER OF BUSINESS

Pledge of Allegiance

All present recited the Pledge of Allegiance.

FOURTH ORDER OF BUSINESS

**Public Comments [3-Minute Time Limit]
(Comments should be made from the**

39 microphone to ensure recording. Please
40 state your name prior to speaking)

41
42 There were no public comments.

43
44 **FIFTH ORDER OF BUSINESS** Administration of Oath of Office to Newly
45 Elected Supervisor (the following to be
46 provided under a separate cover)

47
48 Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the
49 Oath of Office to Mr. Morera. Mr. Morera is already familiar with the following:

- 50 **A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- 51 **B. Membership, Obligations and Responsibilities**
- 52 **C. Sample Form 1: Statement of Financial Interests/Instructions**
- 53 **D. Form 8B – Memorandum of Voting Conflict**

54
55 **SIXTH ORDER OF BUSINESS** Consideration of Resolution 2024-03,
56 Canvassing and Certifying the Results of
57 the Landowners’ Election of Supervisors
58 for the Sunshine Water Control District

59
60 Ms. Sanchez presented Resolution 2024-03 and recapped the Landowners Election
61 results, as follows:

62 Joe Morera 38 votes

63
64 **On MOTION by Mr. Ortiz and seconded by Ms. Smith, with all in favor,**
65 **Resolution 2024-03, Canvassing and Certifying the Results of the Landowners’**
66 **Election of Supervisors for the Sunshine Water Control District, was adopted.**

67
68
69 Ms. Rustin stated that Mr. Morera’s term will end upon certification of the results of the
70 November 2024 General Election.

71

72 **SEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2024-04,**
 73 **Appointing and Removing Officers of the**
 74 **District and Providing for an Effective Date**
 75

76 Ms. Sanchez presented Resolution 2024-04. The following slate was nominated:

77 Joe Morera President

78 Ivan Ortiz Vice President

79 Carol Smith Secretary

80 No other nominations were made. This Resolution removes Cindy Cerbone removed as
 81 an Assistant Secretary. Prior appointments by the Board for Secretary, Treasurer, Assistant
 82 Treasurer and Assistant Secretary Jamie Sanchez, remain unaffected by this Resolution.

83

84 **On MOTION by Ms. Smith and seconded by Mr. Ortiz, with all in favor,**
 85 **Resolution 2024-04, Appointing, as nominated, and Removing Officers of the**
 86 **District, and Providing for an Effective Date, was adopted.**

87

88

89 **EIGHTH ORDER OF BUSINESS** **Acceptance of Unaudited Financial**
 90 **Statements as of January 31, 2024**

91

92 Ms. Sanchez presented the Unaudited Financial Statements as of January 31, 2024, and
 93 pointed out that, on Page 2, the “Supervisor health care benefits” line item is at 0%. She
 94 distributed updated statements with that correction. Asked about the “Tax collector” line item
 95 at 167%, on Page 3, Ms. Sanchez stated she will email the details of the expenditure to the
 96 Board.

97

98 **On MOTION by Ms. Smith and seconded by Mr. Ortiz, with all in favor, the**
 99 **Unaudited Financial Statements as of January 31, 2024, were accepted.**

100

101

102 **NINTH ORDER OF BUSINESS** **Approval of February 15, 2024 Regular**
 103 **Meeting Minutes**

104

105 Ms. Sanchez presented the February 15, 2024 Regular Meeting Minutes.

106

On MOTION by Ms. Smith and seconded by Mr. Ortiz, with all in favor, the February 15, 2024 Regular Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS

Supervisors' Communications

Ms. Smith thanked the Board and Staff for their patience in allowing her to participate in tonight's meeting remotely from the Margate Rehab Center. She stated she is recovering nicely from a fall and hopes to attend the next meeting in person.

Mr. Ortiz wished everyone a blessed Easter, Passover and Ramadan.

Mr. Morera echoed Mr. Ortiz's comment. He stated that the Coral Springs Festival of the Arts is slated for the coming weekend at The Walk on University Drive. He urged everyone to attend the festival if they are able.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Lewis, Longman & Walker, P.A.

I. Discussion: Draft Board Member Compensation Policy (to be provided under separate cover)

Ms. Rustin distributed and presented a draft of the Board of Supervisors Compensation Policy, including a list of six District-related work items that might be compensable. The final version will contain language that reads "will include work such as the following work but not limited to." She asked if there were instances where Supervisors spent a significant amount of time reviewing agenda packages or documents to prepare for an upcoming meeting.

Discussion ensued regarding typical preparation time for meetings, if Board Members should be compensated for meetings with residents when directed by the Board, the required annual ethics training, participation in depositions that are required for claims or lawsuits where the District is a party and attending mediation sessions, strategy meetings, negotiations and settlement discussions for claims or lawsuits where the District is a party.

Ms. Rustin asked if the Board would like to put a limit on the number of days per month that Supervisors can be compensated for.

138 Ms. Smith thinks it should be up to the Board to decide what is allowed at the time. Mr.
139 Morera discussed his experiences being compensated for attending Florida Association of
140 Special Districts (FASD) conferences, taking certification courses, etc. If possible, he
141 recommends his fellow Board Members attend such conferences.

142 Ms. Rustin recapped that the Board's consensus is that Supervisors should be
143 compensated for annual ethics training and attending depositions, conferences and mediation
144 sessions. She will coordinate with Ms. Sanchez to provide the Board with compensation
145 paperwork.

146 Ms. Rustin will revise the Policy, based on the Board's comments, and present a
147 finalized version for adoption at the next meeting.

148 Ms. Rustin reported that she prepared a draft Memorandum regarding the Board of
149 Supervisors Election in November and will present it at the next meeting.

150 Discussion ensued regarding the District website, the candidate qualifying period, the
151 Supervisor of Elections (SOE) and publicizing the upcoming change from three Board Members
152 to five Board Members, the election being via the General Election, etc.

153 **B. District Engineer: Craig A. Smith & Associates**

154 **I. Presentation: Monthly Engineer's Report**

155 Mr. Rubio presented the Monthly Engineer's Report and discussed the Westchester
156 drainage improvements, Pump Station 3 replacement and the West Outfall Canal (WOFC) Phase
157 3.

158 Regarding the Westchester project, Mr. Selchan stated the drains from the street to the
159 canal belong to the City. He agreed to work with the City on any issues that arise in the right-of-
160 way (ROW). Noting that a few items were found in the ROW, such as trees growing on top of
161 pipes and an illegal dock, Mr. Selchan stated he will coordinate with the City to have them
162 removed.

163 **C. District Engineering Consultant: John McKune**

164 There was no report.

165 **D. District Field Supervisor: Cory Selchan**

166 Mr. Selchan reported the following:

167 ➤ March has had almost 3” of rain so far, which is positive.

168 ➤ The daily operations are going well; the District has a full crew and there have been very
169 few resident complaints. Crews continue fighting the invasives.

170 ➤ The City recently held a semi-annual meeting to discuss how it can work together with
171 the various Districts to solve issues generated by residents. It was a very productive meeting
172 and all parties are on the same page.

173 ➤ The District’s east outfall borders the City of Margate and, in a few of the areas,
174 residents have started parking their boats on District property so something needs to be done.
175 To resolve this issue, residents will be notified to remove the items stored in the District’s ROW
176 and a guard rail will be installed to block access.

177 Mr. Selchan presented Estimate #124258 for.

178 Ms. Sanchez suggested setting a not-to-exceed amount for the guard rail.

179

On MOTION by Ms. Smith and seconded by Mr. Ortiz, with all in favor, Estimate #124258 for installation of a guard rail to block access on Royal Palm Boulevard, in a not-to-exceed amount of \$7,000, was approved.

183

184

185 ➤ A resident with a sprinkler issue received a \$400 check from Rio-Bak made out to her
186 sprinkler vendor for the repairs to the sprinkler.

187 ➤ The crew participated in the Coral Springs waterway cleanup event that is run by the
188 City.

189 **E. District Manager: Wrathell, Hunt & Associates, LLC**

190 • **UPCOMING MEETINGS**

191 ➤ **April 10, 2024 at 6:00 PM (401(a) Committee Meeting)**

192 ➤ **April 10, 2024 at 6:30 PM (Regular Board Meeting)**

193 ○ **QUORUM CHECK**

194 Ms. Rustin stated she will not be able to attend the next meeting; Mr. Seth Behn will
195 attend in her place.

196

197 **TWELFTH ORDER OF BUSINESS**

Public Comments

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No members of the public spoke.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Ortiz and seconded by Ms. Smith, with all in favor, the meeting adjourned at 8:10 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

211
212
213
214
215
216

Secretary/Assistant Secretary

President/Vice President

**SUNSHINE
WATER CONTROL DISTRICT**

**STAFF
REPORTS
AI**

*Reply To: West Palm Beach***MEMORANDUM**

TO: Sunshine Water Control District

FROM: Janice Rustin; Robert Gertzman

DATE: April 5, 2024

SUBJECT: Information Regarding the November Election of District Supervisors

This purpose for this memorandum is to advise the Sunshine Water Control District (“District”) on how to implement requirements for expanding its Board of Supervisors (“Board”) from three to five members. In short, the Board is required to call a general election. The Election Supervisor will qualify the candidates, run the election, and certify the results. However, it will not publicize the qualification period or election. The Governor is responsible for appointing a Board member if no one runs for the seat.

1. Background

The Board currently consists of three members who were elected on a one-acre, one-vote basis by the landowners of the District. In 2021, the Florida Legislature adopted legislation which expanded the Board from three members to five members beginning November 5, 2024. This legislation was then incorporated into the District’s current Charter, which was reenacted in 2023 through the adoption of Chapter 2023-6, Laws of Florida. As a result, as of November 5, 2024, the Board shall consist of five members, each of whom shall be elected at the November general election.

2. District Responsibilities

The District Charter requires the Board of Supervisors to call the election at which members of the Board will be elected. The election will be held in conjunction with the general election in November 2024. Although the Charter does not describe the method for calling an election, special districts typically do so by adopting a resolution at least 30 days before the qualifying period for candidates begins. The resolution is then submitted to the Supervisor of Elections. Here, the qualifying period for District Board members begins June 10, 2024.

01862158-1

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Jacksonville, Florida 32202
T: 904.353.6410
F: 904.353.7619

ST. PETERSBURG
100 Second Ave., South
Suite 501-S
St. Petersburg, Florida 33701
T: 727.245.0820
F: 727.290.4057

TALLAHASSEE
106 East College Avenue
Suite 1500
Tallahassee, Florida 32301
T: 850.222.5702
F: 850.224.9242

TAMPA
301 West Platt St.
Suite A364
Tampa, Florida 33606
T: 813.775.2331

WEST PALM BEACH
360 South Rosemary Ave.
Suite 1100
West Palm Beach, FL 33401
T: 561.640.0820
F: 561.640.8202

April 5, 2024

Page 2

Therefore, it is recommended the Board adopt a resolution calling for the election of Board supervisors at its April 2024 meeting. The resolution will describe the number of seats, length of terms, important dates to qualify and run, and the entity responsible for conducting the election.

The Election Supervisor will contact the District in late March or early April, via email, to provide helpful links and information about the election. It will also appoint personnel to prepare ballots, designate polling places, canvass returns, and declare and certify the election results. However, the Election Supervisor is not responsible for publicizing the election or notifying the public of the opportunities to run.

3. Seats and Terms

The expanded Board shall consist of five designated seats named Seat 1, Seat 2, Seat 3, Seat 4, and Seat 5. New terms begin the second Tuesday after the election. Seat 1, Seat 2, and Seat 3 serve terms of four years. Seat 4 and Seat 5 serve terms of two years, but only for the election held on November 5, 2024. Starting in 2026, elections occur every two years for the expiring seats with terms of four years each. Elections are nonpartisan and run like other general elections in Broward County.

The terms of all current District Board members will end upon certification of the November 2024 general election results. Current members who wish to remain on the Board are required to qualify and run for election in November.

4. Candidate Requirements

Each candidate must be at least 18 years old, a United States citizen, a permanent Florida resident, and live within the District. Candidates who meet those requirements must submit documents to the Election Supervisor during the qualifying period, which starts on June 10, 2024 and ends at noon on June 14, 2024. Candidates may submit some documents early starting on May 27, 2024. The documents include an oath, disclosure of certain financial interests or campaign contributions (where applicable), and a \$25 filing fee¹. The Election Supervisor reviews those documents and notifies candidates of any missing or incomplete submissions. Candidates may visit the Election Supervisor website to download forms and review information about deadlines or qualifications. Finally, candidates must conduct campaigns pursuant to Florida law.

If only one candidate qualifies for the election of a seat, that person will automatically be elected to that seat. The Election Supervisor will notify the sole qualifying candidate at the end of the qualification period, and their name will not appear on the ballot. If no candidates qualify for a seat, the Governor is responsible for filling it by appointing someone who meets the eligibility requirements. The Board cannot appoint a member to a seat that was not filled in the general election. It can only appoint a member after an elected and qualified member vacates the seat.

¹ While the Charter provides a different qualifying fee structure, the Election Supervisor confirmed candidates only owe a \$25 filing fee here. Candidates may, however, petition the Election Supervisor to waive the fee.

RESOLUTION NO. 2024-05

A RESOLUTION OF THE SUNSHINE WATER CONTROL DISTRICT CALLING A GENERAL ELECTION FOR THE PURPOSE OF ELECTING A BOARD OF SUPERVISORS ON NOVEMBER 5, 2024, INCLUDING SEAT 1, SEAT 2, SEAT 3, SEAT 4, AND SEAT 5; QUALIFYING CANDIDATES; SETTING TERMS; AND APPLICABLE LAW

WHEREAS the Sunshine Water Control District (“District”) is an independent special district created through Chapter 63-609, Laws of Florida, as amended by Chapter 2021-255, Laws of Florida, and most recently by Chapter 2023-6, Laws of Florida (“Charter”); and

WHEREAS the Charter requires the District call for a general election on November 5, 2024 (“Election”) so that qualified voters in the District may elect a Board of Supervisors (“Board”) to seats specifically designated as Seat 1, Seat 2, Seat 3, Seat 4, and Seat 5; and

WHEREAS the Charter requires that Seat 1, Seat 2, and Seat 3 shall each serve an initial term of four years while Seat 4 and Seat 5 shall each serve an initial term of two year. Thereafter, general elections shall occur every two years, starting in 2026, for expiring seats to serve terms of four years each; and

WHEREAS, the Charter requires that the newly elected Board take office on the second Tuesday following the Election; and

WHEREAS, the qualifying period for candidates runs from June 10, 2024, until noon on June 14, 2024; and

WHEREAS the Charter requires that the Broward County Supervisor of Elections qualify each Election candidate, without limitation, by accepting and approving all required documents including filing fees and sworn oaths, conduct the Election, and certify the Election results all in accordance with Florida law; and

WHEREAS the Charter requires that Election candidates conduct their campaign pursuant to Florida law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the Sunshine Water Control District:

Section 1. Calling the Election. The Sunshine Water Control District Board of Supervisors hereby calls a general election for November 5, 2024 (“Election”) so that qualified voters may elect a Board of Supervisors to seats specifically designated as Seat 1, Seat 2, Seat 3, Seat 4, and Seat 5, in accordance with Florida law.

Section 2. Applicable Law. The Broward County Supervisor of Elections shall qualify Election candidates, without limitation, by accepting and approving required documents including filing fees and sworn oaths, and shall conduct the Election and certify its results, all pursuant to Florida law. Election candidates shall also conduct their campaigns in accordance with Florida law.

Section 3. Qualifying Period. The qualifying period for Election candidates shall commence June 10, 2024, and end at noon on June 14, 2024.

Section 4. Declaration. After receiving the certified results from the Broward County Board of Supervisors, the current Board of Supervisors shall declare the Election results and record them in the minutes of the first meeting thereafter.

Section 5. Effective Date. This Resolution shall become effective upon passage.

PASSED AND ADOPTED THIS 10TH DAY OF APRIL, 2024.

JOSÉ E. MORERA
Board President

ATTEST:

CAROL SMITH
Board Secretary

**SUNSHINE
WATER CONTROL DISTRICT**

**STAFF
REPORTS
All**

Sunshine Water Control District

Policy Title: District Board of Supervisors Compensation Policy
Date Adopted:

1. Purpose

The purpose of the District Board of Supervisors Compensation Policy is to document the amount that District Supervisors will be compensated for time that they work on District matters and the activities that qualify for compensation. This policy complies with the requirements of F.S. § 298.14.

2. Statement of General Rule

District Supervisors are entitled to receive compensation in the amount of \$50 per day for attending Board meetings and for time actually engaged in work for the District as described below. In addition, District Supervisors are eligible for reimbursement of travel expenses incurred in the course of their duties, subject to the conditions described in F.S. § S112.061.

3. Supervisor Compensation

District Supervisors shall be compensated in the amount of \$50 for attending regular and special meetings of the Board. In addition, District Supervisors may be compensated \$50 for each day that they engage in work for the District, which includes but is not limited to:

- Meetings with residents when directed by the Board;
- Annual ethics training as required by F.S. § 112.3142;
- Participation in depositions which are required for claims or lawsuits where the District is a party;
- Attending mediation sessions, strategy meetings, negotiations, and settlement discussions for claims or lawsuits where the District is a party.

District Supervisors shall not be compensated for any days they engage in work for the District unless the expenditure is first approved by the Board.

4. Travel Expenses

The District shall reimburse the travel expenses incurred by District Supervisors in accordance with F.S. § 112.061. In order to be reimbursed, travel must first be authorized and approved by

the Board. All requests for reimbursement of travel expenses must be accompanied by a signed statement describing the purpose of the travel. The Board of Supervisors shall not authorize or approve a request for travel expense reimbursement unless such travel is for official business of the District.

A District Supervisor who uses his or her own vehicle for travel approved by the Board shall be reimbursed for mileage at the rate of 44.5 cents per mile and for all tolls and parking fees, in accordance with F.S. § 112.061, as may be amended.

Depending on the travel destination and length of stay, District Supervisors may also be entitled to reimbursement of lodging expenses and a per diem amount for food. Before incurring these travel expenses, it is recommended that the Supervisor confer with the District Manager to determine whether a per diem and lodging reimbursement is available.

In the event of a conflict between this Policy and F.S. § 112.061, the provisions outlined in the statute shall govern.

5. Conference attendance

District Supervisors may be reimbursed for convention or conference registration fees and for daily attendance at the convention or conference if the Board determines that the Supervisor's attendance will further the purposes of the District.

6. Effective Date:

This policy was adopted by the Board of Supervisors by motion at the meeting of _____, 2024.

**SUNSHINE
WATER CONTROL DISTRICT**

**STAFF
REPORTS
BI**



April 3, 2024

Board of Supervisors
Sunshine Water Control District (via e-mail)
2300 Glades Road, Suite 410W
Boca Raton, Florida 33073

RE: SUNSHINE WATER CONTROL DISTRICT – NOVEMBER MONTHLY ENGINEER’S REPORT (MER)
March 13, 2024 – April 3, 2024
CAS PROJECT NO. 15-1826

Dear Board of Supervisors:

Craig A. Smith & Associates, Inc. (CAS) is pleased to provide you with the MER summarizing activity performed by our team on behalf of SWCD during the referenced period including future work. Anything of significance or modifications occurring after this writing will be brought up at the April 10, 2024 BOS meeting.

Pump Station 3 Replacement

To date, vertical test hole explorations from our utility locating department have been completed and the plans will be updated to reflect these findings addressing conflicts with the proposed storm pipe. Coordination with the SFWMD is forthcoming.

West Outfall Canal (WOFC) Phase 3

To date, the survey field work has been completed. The survey plans are being finalized and the preparation of the engineering plans are under way. The canal typical cross section is shown in Figure 1. We note that the survey information revealed canal hump about 360 ft north of Atlantic Blvd and has a negative effect on canal hydraulics (see Figure 2). The anticipated volume to be excavated is 32,392 cy (see Figure 3). The arborist’s report is in draft form and is under review for follow up. Resident outreach exhibits are being drafted to address the encroachment issues (see enclosures). An Environmental Resource License and a construction dewatering permit will be submitted to Broward County and the South Florida Water Management District, respectively.



561.314.4445



1425 E. Newport Drive
Deerfield Beach, FL 33442



Figure 1

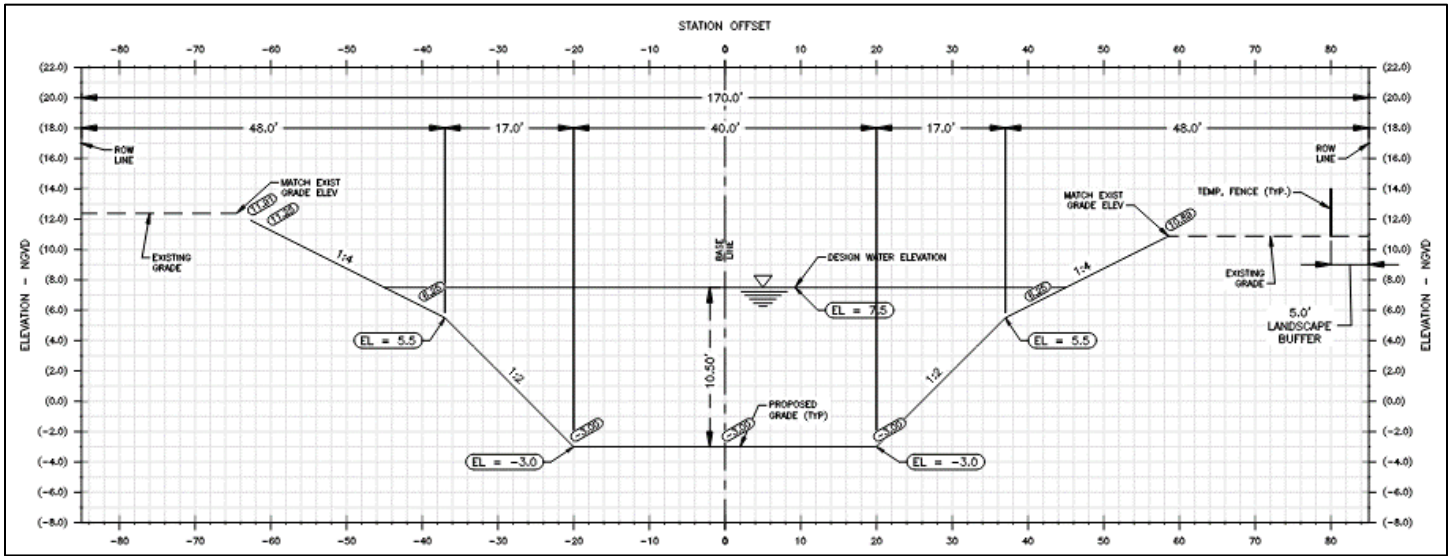


Figure 2

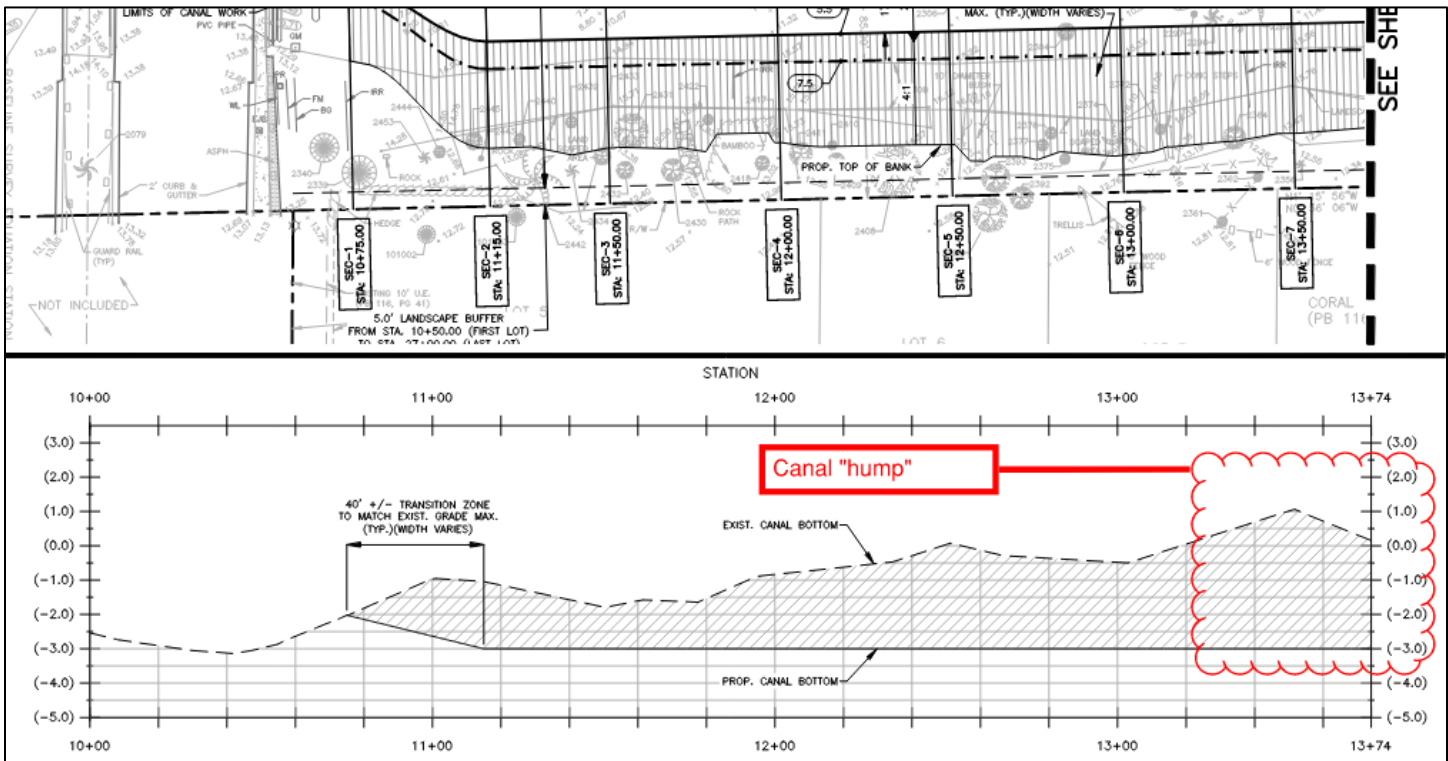
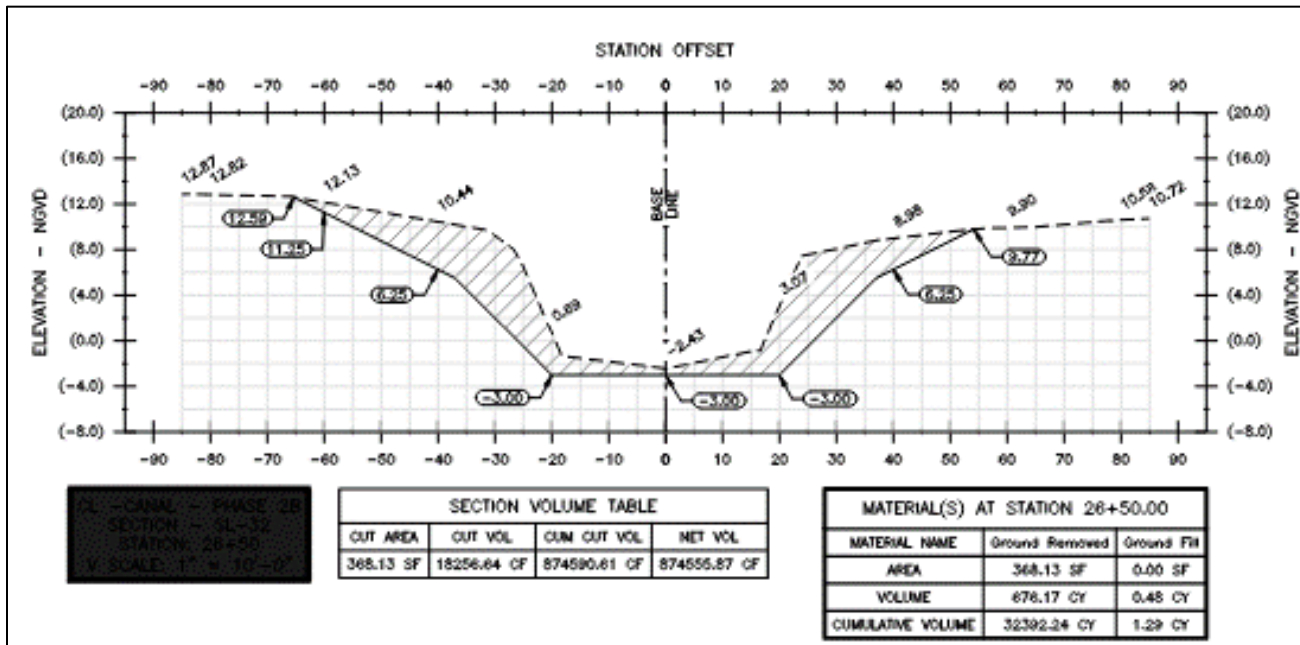


Figure 3



Right-of-way Permitting

Due to construction delays, the Ladybird Academy ROW Permit No. 2022-14 is being requested for an extension via the permittee’s consultant. CAS recommends the extension be granted to the permittee.

A recommendation may be presented at the meeting should the applicant (ATT crossing under Canal “RR”) submit the required information before the meeting to render the application complete.

As always, we continue to look forward to working with the SWCD staff on current and future important projects. Should there be any questions, I can be reached at the letterhead numbers shown or by electronic mail at orubio@craigasmith.com.

Sincerely,
CRAIG A. SMITH & ASSOCIATES

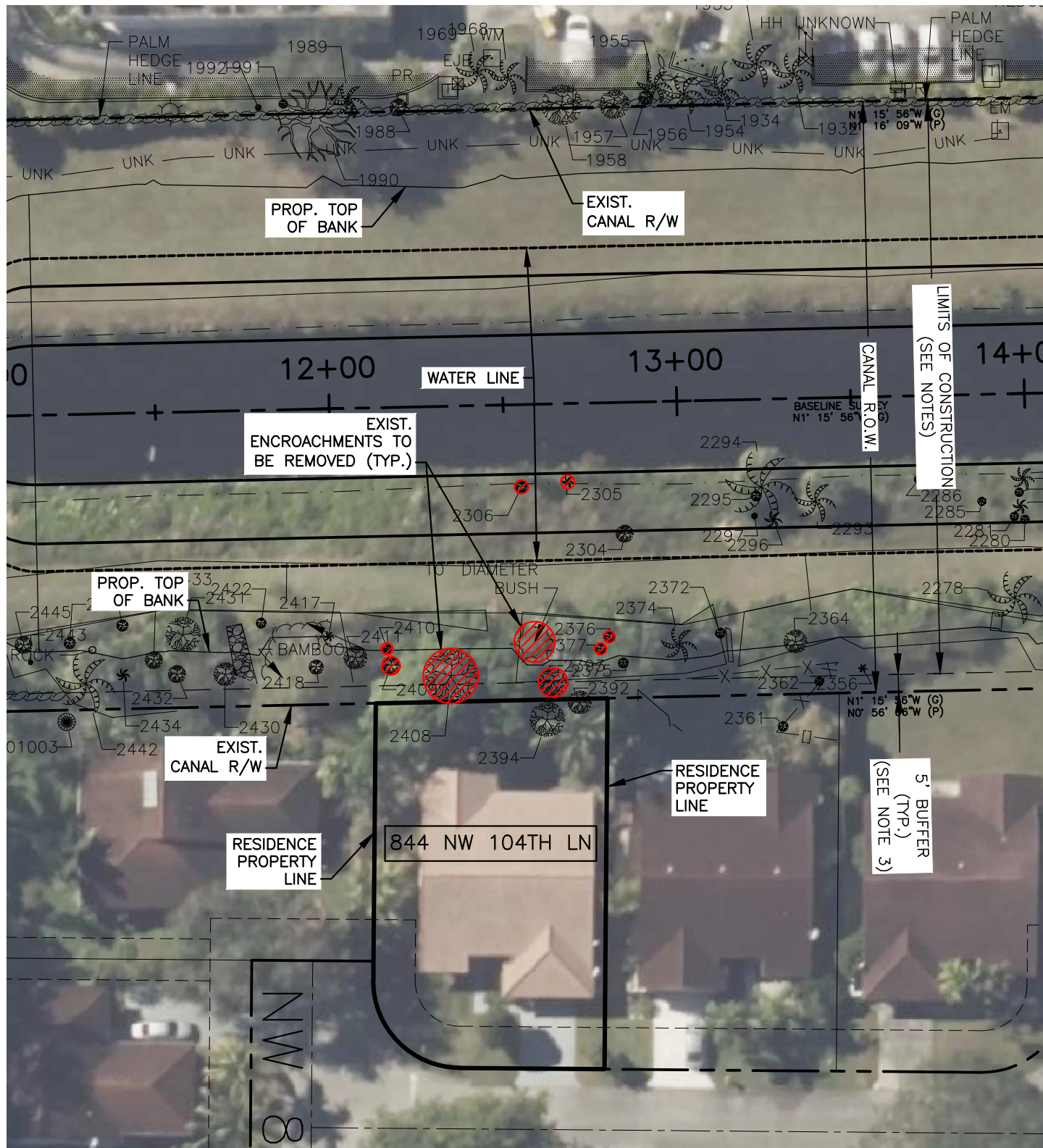
Orlando A. Rubio, PE
 VP - Stormwater Engineering

Enc: WOFC Resident Draft Exhibits

cc via e-mail: **SWCD** - Cory Selchan, District Superintendent; **WHA** - Jamie Sanchez, Daphne Gillyard, Gianna Denofrio, Caryn Kupiec ; **CAS** - Stephen C. Smith, PE


RESIDENT EXHIBIT

ADDRESS: 844 NW 104TH LN



NOTES & LEGEND:

1. ALL ENCROACHMENTS WITHIN THE LIMITS OF SWCD RIGHT OF WAY TO BE REMOVED.
2. FOR ANY QUESTIONS, PLEASE CALL OUR SWCD INFORMATION HOTLINE @ (954) 501-9518.

 = REPRESENTS APPROX. LOCATION OF NON-APPROVED TREE TRUNK OR ENCROACHING OBJECT WITHIN ENCROACHMENT AREA

SWCD = SUNSHINE WATER CONTROL DISTRICT



RESIDENT EXHIBIT

ADDRESS: 866 NW 104TH LN



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RESIDENT EXHIBIT

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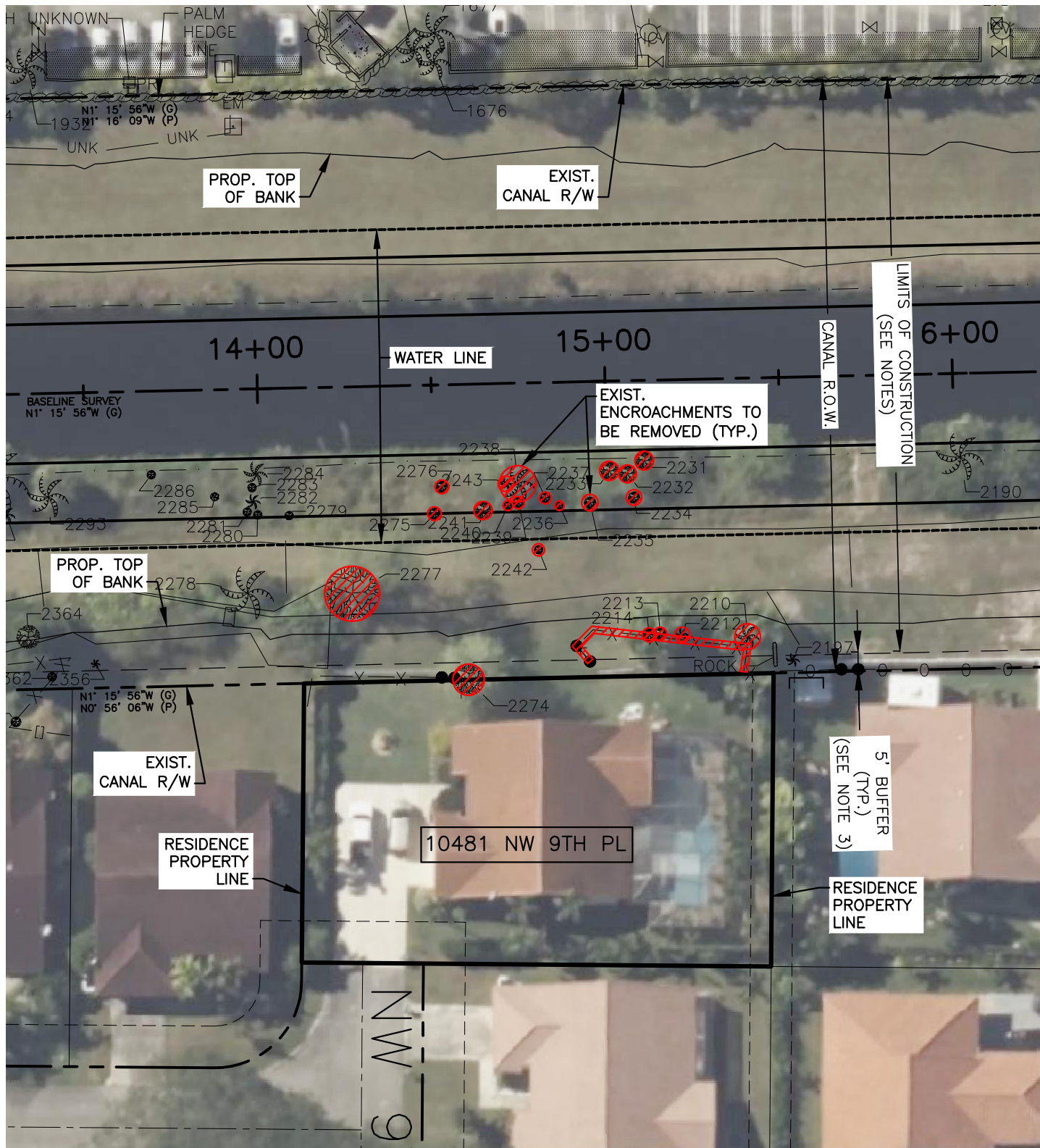
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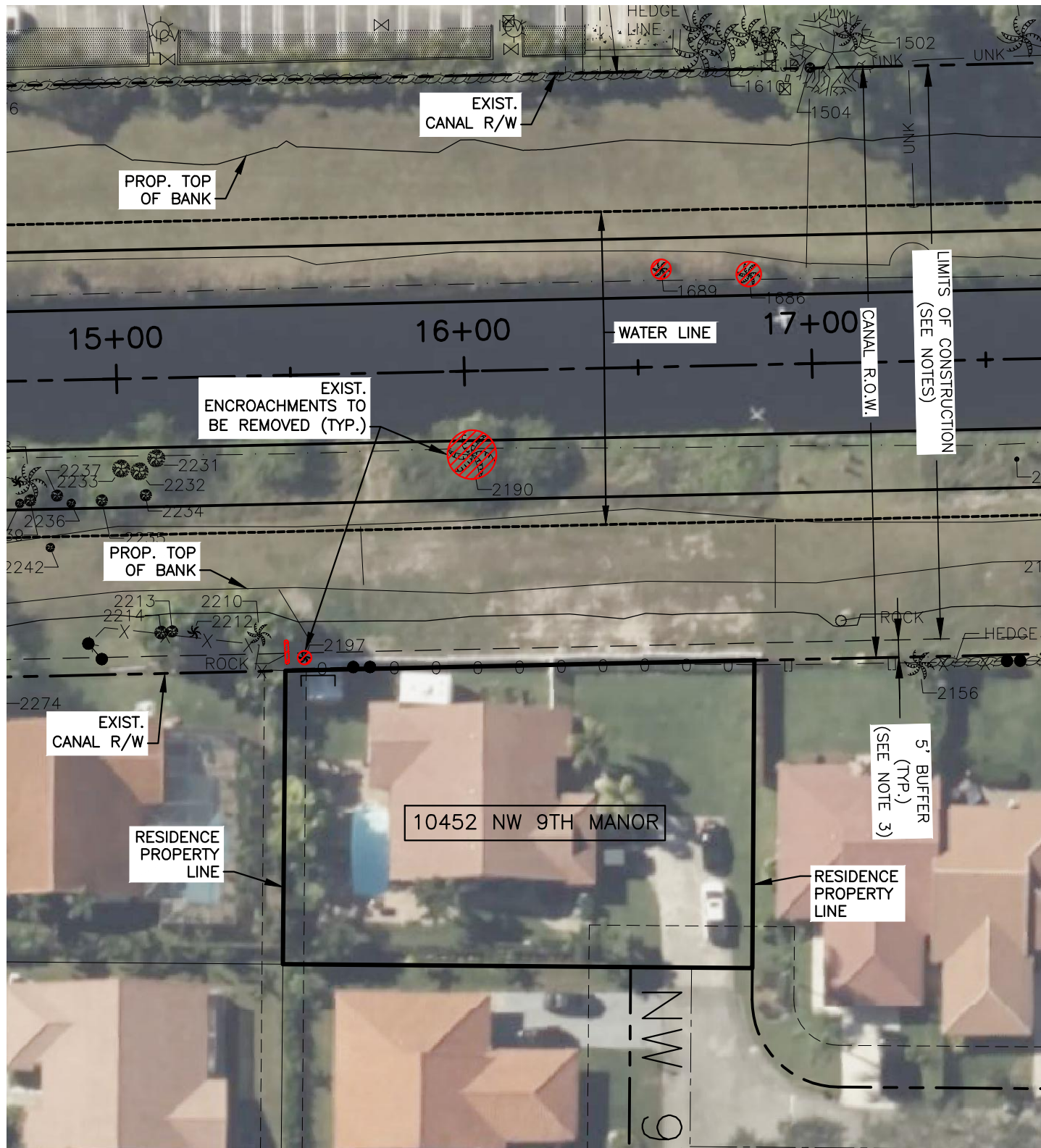
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RESIDENT EXHIBIT

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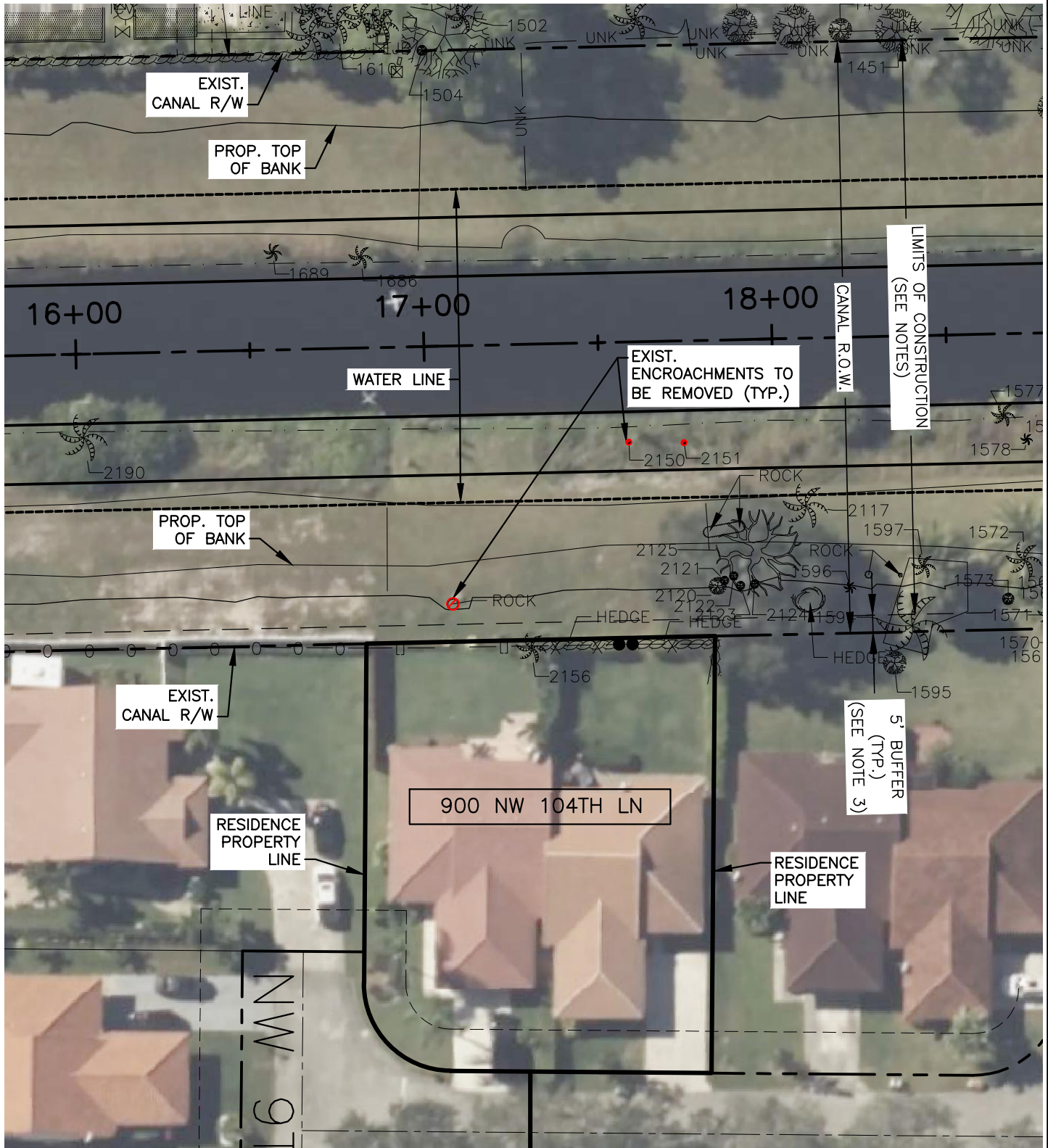
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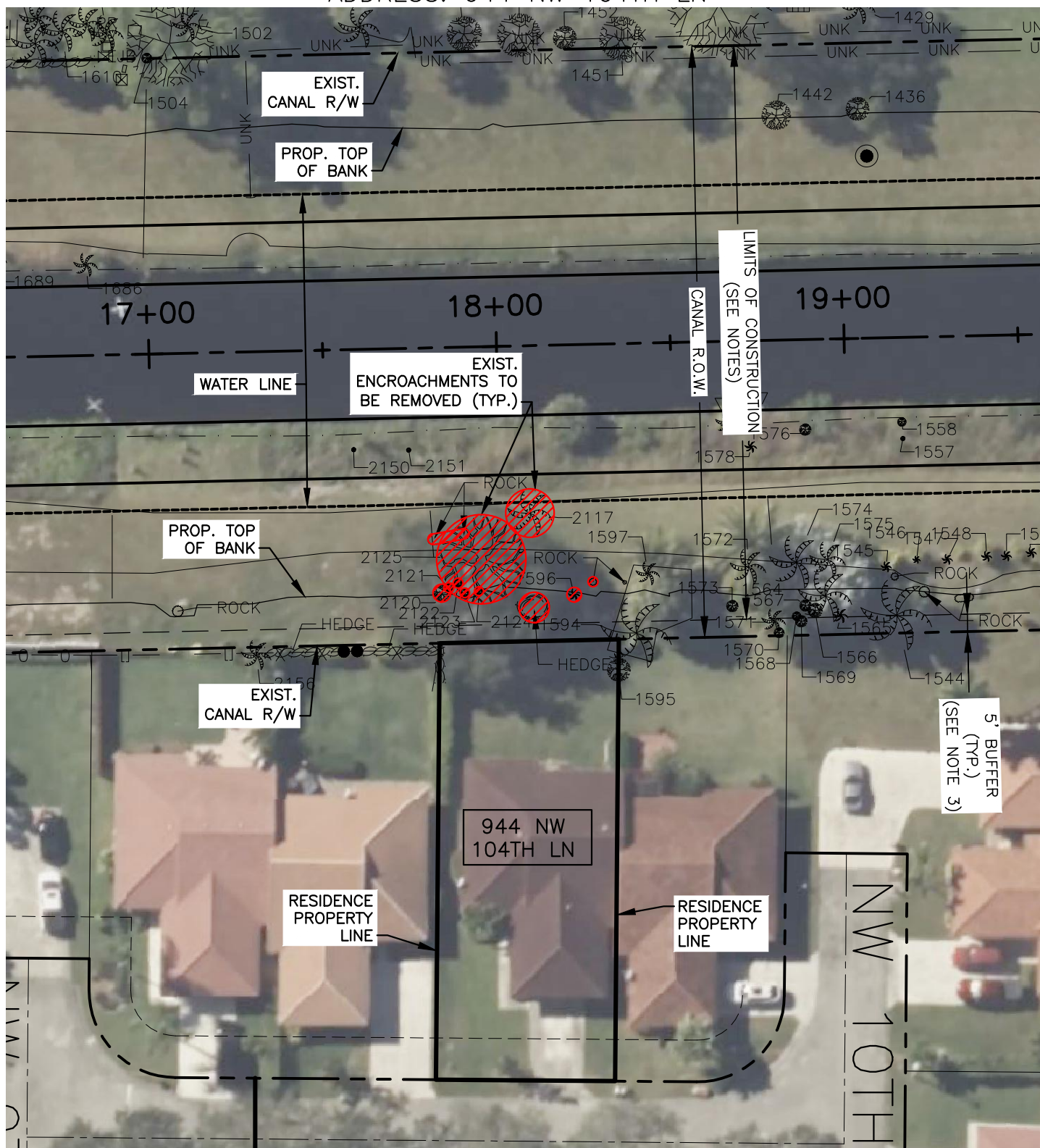
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RESIDENT EXHIBIT

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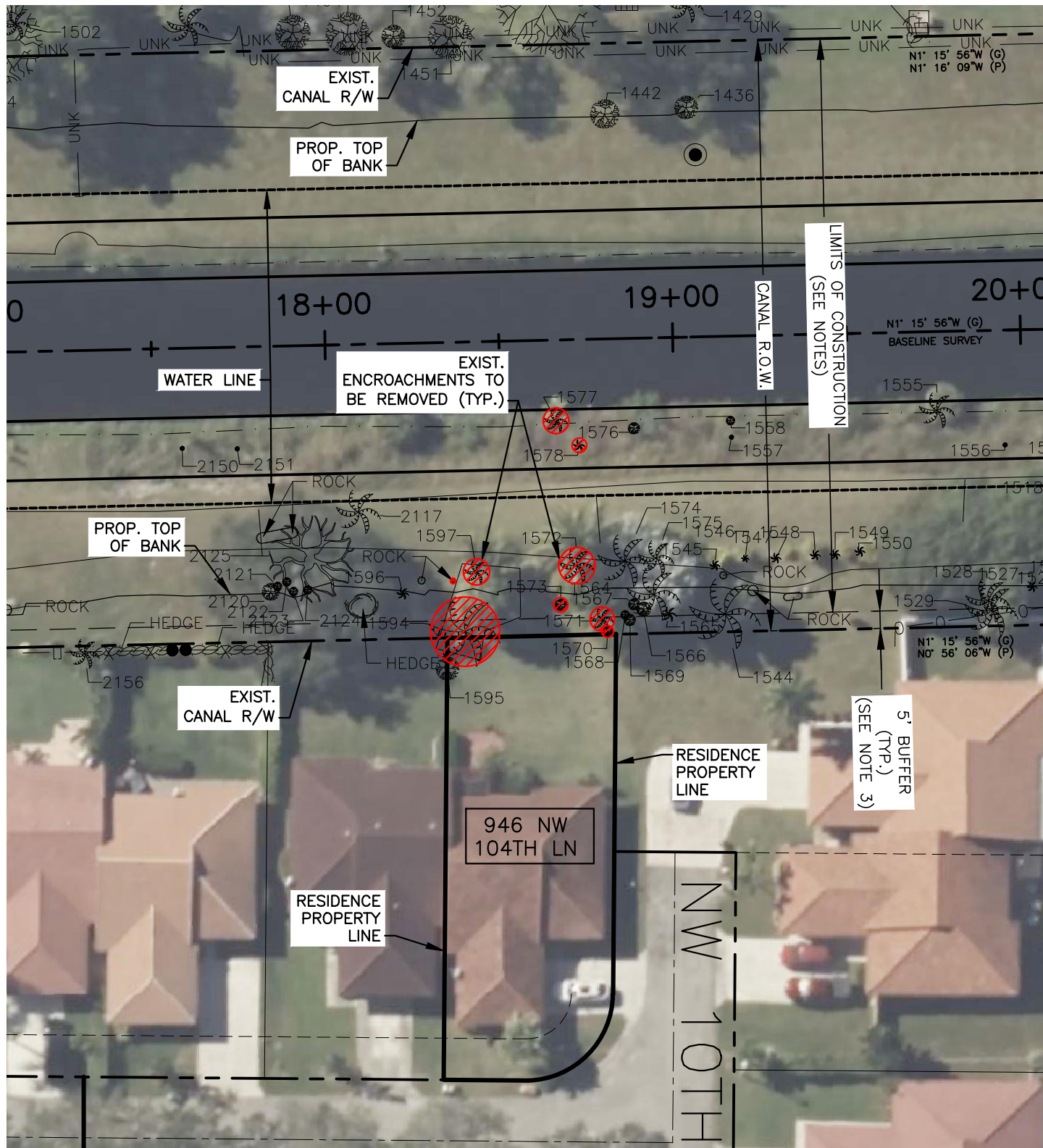
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RESIDENT EXHIBIT

ADDRESS: 946 NW 104TH LN



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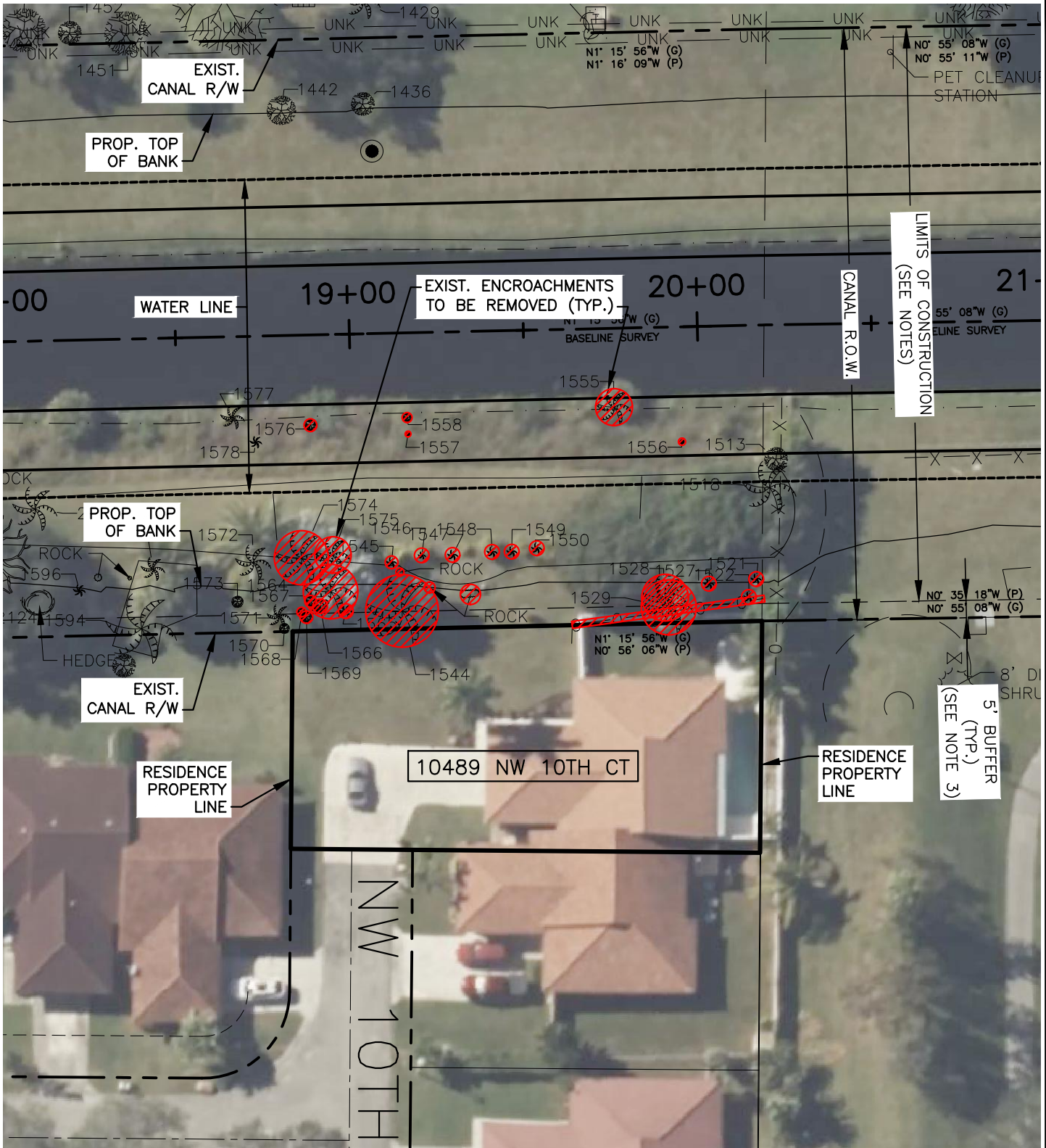
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RESIDENT EXHIBIT

ADDRESS: 10489 NW 10TH CT



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SWCD = SUNSHINE WATER CONTROL DISTRICT



**SUNSHINE
WATER CONTROL DISTRICT**

**STAFF
REPORTS
BII**



April 5, 2024

Board of Supervisors
Sunshine Water Control District (SWCD)
2300 Glades Road, Suite 410W
Boca Raton, Florida 33073

**RE: SWCD Right-of-Way Permit Application – Permit Extension Request (2)
Ladybird Academy - Canal L
CAS PROJECT NO. 15-1826-P31**

Dear Board of Supervisors (BOS):

Recommended is the third extension of Ladybird Academy's ROW Permit No. 2022-14 for an additional 180 days (originally issued on 9.14.2022 and extended on October 11, 2023). The permit authorizes the development of an institutional facility adjacent to Canal "L" and subsequent canal demucking work. All previously approved plans and permit conditions remain in full force and effect.

Sincerely,

CRAIG A. SMITH & ASSOCIATES

Orlando A. Rubio, PE
VP - Stormwater Engineering

cc: SWCD – Cory Selchan (via e-mail)
WHA – Jamie Sanchez, Gianna Dinofrio, (via e-mail)
Z Development Services – Julie Farr, Bob Ziegenfuss, PE, (via e-mail)
CAS – Stephen C. Smith, PE (via e-mail)

\\cas-file\Projects\Districts\Sunshine_Water_Control\15-1826-COST-RECOVERY-PROJECTS\15-1826-P31-LadybirdAcademy\06-Permit\LadybirdAcademyCanalL-Engr_Ext-Recommendation20240405.docx



561.314.4445



1425 E. Newport Center Dr
Deerfield Beach, FL 33442



**SUNSHINE
WATER CONTROL DISTRICT**

**STAFF
REPORTS
E**

SUNSHINE WATER CONTROL DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE

LOCATION

Sartory Hall, 10150 NW 29 St., Coral Springs, Florida 33065

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 11, 2023	Regular Meeting	6:30 PM
November 8, 2023	Regular Meeting	6:30 PM
December 6, 2023	Regular Meeting	6:30 PM
December 13, 2023 <i>Rescheduled to December 6, 2023</i>	Regular Meeting	6:30 PM
January 10, 2024	Regular Meeting	6:30 PM
February 14, 2024 <i>Rescheduled to February 15, 2024</i>	Regular Meeting	6:30 PM
February 15, 2024	Regular Meeting	6:30 PM
March 13, 2024	Landowners' Meeting & Regular Meeting	6:30 PM
April 10, 2024	401(a) Committee Meeting	6:00 PM
April 10, 2024	Regular Meeting	6:30 PM
May 8, 2024	Regular Meeting	6:30 PM
June 12, 2024	Regular Meeting	6:30 PM
July 10, 2024	Regular Meeting	6:30 PM
August 14, 2024	Regular Meeting	6:30 PM
September 11, 2024	Regular Meeting	6:30 PM