

**LOXAHATCHEE GROVES WATER CONTROL DISTRICT /
TOWN OF LOXAHATCHEE GROVES
INTERGOVERNMENTAL COORDINATION (IGC) COMMITTEE MEETING
FRIDAY, OCTOBER 21, 2011 / 11:00 A.M.**

Call to Order at 11:10 A.M. / Roll Call

Present: Mark A. Kutney -- Town Manager, Town of Loxahatchee Groves
Tom Goltzene – Town Council Member, Town of Loxahatchee Groves
Clete J. Saunier, P.E. – District Administrator, LGWCD (Meeting Moderator)
Frank Schiola – Board Member, LGWCD

Also Present: Lynnette R. Ballard -- Administrative Secretary, LGWCD

Pledge of Allegiance / Invocation led by Mr. Saunier.

SUBJECT: AGENDA APPROVAL. Mr. Saunier asked if there were any additions, deletions, or substitutions to the Agenda.

Mr. Saunier requested a change in the title of Agenda Item 4B, "Discussion on Developing a Policy for Cleaning Out Culverts on District and Town Roads (Responsibility and Costs)." Replace the term "Culverts" with "Ditches."

Mr. Saunier requested Agenda Item 4E, "Town-District Joint Workshop Meeting", be moved to Agenda Item 4D.

Mr. Saunier requested Agenda Item 4D, "Setting of Next Meeting Time and Date", be moved to New Business as Agenda Item 5C.

MOTION: Mr. Kutney made a motion to approve the agenda as amended. Mr. Schiola seconded the motion.

ACTION: **MOTION PASSED 4 TO 0.**

SUBJECT: APPROVAL OF MINUTES FROM SEPTEMBER 23, 2011 IGC COMMITTEE MEETING. Mr. Saunier asked if there were any additions, deletions, or comments to the minutes from the September 23, 2011 IGC Committee meeting. There were none.

Mr. Saunier stated since none of the three current IGC Committee Members were in attendance at the September 23, 2011 IGC Committee meeting, they are not able to approve the minutes. Mr. Saunier stated that, by consensus of the other IGC Committee Members who are not present, signatures will be

obtained from Mayor David Browning and District Supervisor Robert Snowball to affirm the minutes.

MOTION: No motion was necessary.
ACTION: **NO ACTION WAS TAKEN.**

SUBJECT: STATUS OF RFP FOR BRIDGE / CULVERT AT 148TH TERRACE NORTH.
Mr. Saunier stated he and Mark Kutney, the Town Manager, have been working together on this item. The Town Council, at its last meeting, approved the cost for proceeding with construction of the 148th Terrace North bridge culvert.

Mr. Kutney stated Mr. Cirullo should have a draft contract in the next week or so. Mr. Kutney stated Mr. Cirullo would like to hold off until he receives assurance from Barbara Richardson (legal counsel for Attorneys Title Insurance Fund) that the funds are being held in a trust account.

Mr. Saunier stated that after a contract is established, the District and Town will need to have a pre-construction meeting. In addition, a notice to proceed will need to be issued by the Town.

There was no further discussion by the IGC Committee on this item.

MOTION: No motion was necessary.
ACTION: **NO ACTION WAS TAKEN.**

SUBJECT: DISCUSSION ON DEVELOPING A POLICY FOR CLEANING OUT DITCHES ON DISTRICT AND TOWN ROADS / RESPONSIBILITY / COSTS. Mr. Saunier stated this has been an ongoing discussion with the Town and referenced the September 23, 2011 IGC Committee Meeting minutes as follows:

“Mr. Spence stated there was nothing new to report on this issue. Mr. Saunier stated the District is responsible for cleaning out District-owned culverts on District roads. Mr. Saunier stated if there is a permitted drainage connection, the landowner is responsible for keeping it cleaned out. Mr. Saunier stated the Town should eventually adopt a policy on driveway culverts and drainage swales on private properties that affect a Town road. If the Town is going to claim a road easement or right-of-way, there should be a standard with regard to the size and type of drainage pipe, depth of the swale, and who would cover the costs associated with said drainage.”

Mr. Saunier suggested Mr. Kutney obtain a copy of Indian Trail Improvement District's policy regarding driveway culverts. He stated perhaps the Town

could use this policy as a boiler plate policy for future driveway culvert issues. Mr. Saunier also suggested Mr. Kutney obtain a copy of South Indian River Water Control District's policy regarding driveway culverts.

Mr. Goltzene stated if there is going to be an easement for Town roads, the Town should consider constructing swales where they do not currently exist in the community.

Mr. Saunier stated perhaps the Town should establish a policy where the Town would be responsible for shaping and cleaning swales, and improving driveway culverts so that they would all be uniform; costs would be borne by the landowner.

Mr. Saunier stated he and Mr. Kutney could coordinate on creating a rating scale with regard to Town and District priorities to be presented to the Town Council and the Board of Supervisors for consideration. Mr. Kutney stated he would present this list to the Town Council at the next regular Town Council meeting.

There was no further discussion by the IGC Committee on this item.

MOTION: No motion was necessary.
ACTION: **NO ACTION WAS TAKEN.**

SUBJECT: DISCUSSION OF ELIMINATION OF SCHOOL BUS STOPS BY PALM BEACH COUNTY SCHOOL BOARD. Mr. Saunier stated this item was discussed at the last IGC Committee meeting. At that meeting, Mayor Browning stated he would contact Marcia Andrews, the District's School Board Representative to make an appeal.

Mr. Kutney stated he would contact Mayor Browning to find out whether he has contacted Marcia Andrews regarding this issue.

There was no further discussion by the IGC Committee on this item.

MOTION: No motion was necessary.
ACTION: **NO ACTION WAS TAKEN.**

SUBJECT: TOWN-DISTRICT JOINT WORKSHOP MEETING. Mr. Saunier stated the IGC Committee previously discussed the coordination issues regarding road improvements and maintenance; how to prioritize the issues on Town roads.

Mr. Goltzene stated it will be important that the District Attorney and Town Attorney are both in agreement that they can give a short presentation of

what a Town-District merger would look like. Mr. Goltzene stated only the facts should be presented, without any political bias.

Mr. Saunier stated the first Town Council paid a consultant to do an evaluation of the options of whether or not to keep both entities separate or merge both entities and what the requirements would be.

Mr. Schiola stated the consultant recommended that the two entities remain the way they were because of numerous factors.

Mr. Kutney stated the Town's business plan and vision does not call for a Town-District merger to happen.

Mr. Schiola stated this may require a vote of the landowners to determine whether they want a merger to occur; it may require a referendum of the Town to determine whether it wants to assume the added expenses.

Mr. Goltzene stated there is a concern among landowners regarding which entities the roads belong to, etc. He stated the Town and District need to coordinate on these road issues.

Mr. Kutney stated he needs to reserve the Loxahatchee Groves Elementary School Cafetorium for the workshop meeting as soon as possible. He stated the Town Council prefers to hold the joint workshop meeting on Saturday, January 14, 2012, with January 7, 2012 and January 28, 2012 being back-up dates. He asked Mr. Saunier to inquire of the Board of Supervisors which date they prefer.

There was no further discussion by the IGC Committee on this item.

MOTION: No motion was necessary.
ACTION: **NO ACTION WAS TAKEN.**

SUBJECT: CITIZEN ACTION CENTER WEB-BASED PROGRAM. Mr. Saunier stated District Staff researched this program with the Village of Wellington. While a program like this makes sense for an entity as large as the Village of Wellington, he is not certain it would serve the District well because the District is so small. Right now, the District receives e-mail contacts through its website (office@lgwcd.org); but typically, landowners simply call the District office to request services.

Mr. Goltzene inquired whether the District's request for service form could be placed on the District's website. Mr. Saunier stated this could be done if there was a way to create an interactive request for service form in .pdf format.

There was no further discussion by the IGC Committee on this item.

MOTION: No motion was necessary.
ACTION: **NO ACTION WAS TAKEN.**

SUBJECT: CUT-THROUGH TRAFFIC IN LOXAHATCHEE GROVES. Mr. Schiola stated this topic was brought up by several residents over the past few months and most recently by a landowner on "A" Road. This landowner was stopped along Folsom Road by a Palm Beach County Sheriff's Deputy a few days ago, driving his delivery truck (one-ton Isuzu van). Folsom Road is designated as a "No Thru Truck" road.

Mr. Schiola stated that, pursuant to discussions with Lieutenant Combs, if there is a "No Thru Truck" sign, the Sheriff's Office is going to enforce it. Mr. Schiola inquired whether the "No Thru Truck" signs should be removed, and stated the Town has the traffic control authority to make this decision.

Lieutenant David Combs explained PBSO's procedure for monitoring and controlling cut-through traffic in Loxahatchee Groves.

Deputy Tracy Smith introduced herself and explained her procedure for controlling cut-through traffic in Loxahatchee Groves.

Lieutenant Combs stated PBSO is part of the team, and they will take direction from the Town. He encouraged the Town to choose what service it would like. Once the Town decides what it would like, the rest is up to him. He guaranteed the Town will receive the service it wants.

Deputy Smith suggested that signs be installed throughout the Town that state "No Thru Trucks, Local Deliveries Only".

There was no further discussion by the IGC Committee on this item.

MOTION: No motion was necessary.
ACTION: **IT WAS THE CONSENSUS OF THE IGC COMMITTEE THAT THE TOWN AND DISTRICT WOULD OBTAIN SIGNS THAT STATE "LOCAL DELIVERIES ONLY".**

SUBJECT: RENTAL OF DISTRICT MEETING ROOM. Mr. Goltzene stated the Town would like to start using the District's meeting room at no cost to the Town.

Mr. Saunier stated these meetings require additional cleaning service, electrical service, and a District employee to open the meeting facilities.

Mr. Goltzene stated in the spirit of cooperation and the fact that the Town subsidizes the District's budget, it is a minor cost that could be absorbed by the District. Mr. Goltzene asked the District to consider not charging the Town Council for use of the District's meeting room. Mr. Schiola agreed with Mr. Goltzene.

Mr. Goltzene stated it is a matter of cooperation and determining how the Town and District can use the resources and assets they have and apply them in the best way possible.

Mr. Saunier stated he could present this item to the Board of Supervisors for their decision.

There was no further discussion by the IGC Committee on this item.

MOTION: No motion was necessary.
ACTION: **IT WAS THE CONSENSUS OF THE IGC COMMITTEE THAT MR. SAUNIER WOULD PRESENT THIS ITEM TO THE BOARD OF SUPERVISORS FOR CONSIDERATION.**

SUBJECT: SETTING OF NEXT MEETING DATE AND TIME. The IGC Committee agreed to schedule its next meeting for Wednesday, November 16, 2011 at 11:00 a.m. at the District office.

The next designated District representative is Frank Schiola (October 2011 through November 2011).

The next designated Town representative is Tom Goltzene (October 2011 through January 2012).

MOTION: No motion was necessary.
ACTION: **NO ACTION WAS TAKEN.**

MEMBER COMMENTS

There were no comments from the IGC Committee Members.

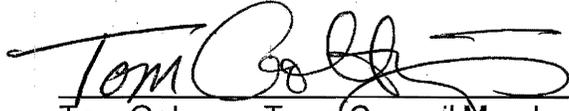
PUBLIC COMMENTS

There were no public comments.

The meeting was adjourned by the Committee at 1:00 p.m.



Frank Schiola, LGWCD Board Member



Tom Golzene, Town Council Member, TOLG

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Glete J. Saunier, LGWCD Administrator



Mark A. Kutney, Town Manager, TOLG