



## Town of Southwest Ranches Advisory Board Meeting Minutes

February 04, 2015  
7:00 PM

Town Hall  
13400 Griffin Road

**Call to Order 7:10 PM.**

### Roll Call

RH, (Robert) Bob Hartmann, Chairman - Present  
JM, John Monroe, Vice Chair, Recording Secretary - Present  
VF, Vince Falletta – Absent  
MC, Mary Gay Chaples, Member – Absent  
JH, John Herring, Member – Present  
BH, Bryon Houghtaling, Member – Absent  
JE, John Eastman, Member - Present

A Quorum was established.

**Also Present:** Freddy Fisikelli (Vice Mayor), Emily McCord (Community Services Coordinator), Gary Jablonski (Council Member), Steve Breitkreuz (Council Member) and Robert Busch

### Pledge of Allegiance

**Motion: To adopt the January 07, 2014 meeting minutes as presented.**

<b>Result</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>RH</b>	<b>JM</b>	<b>VF</b>	<b>MC</b>	<b>JH</b>	<b>BH</b>	<b>JE</b>
<i>Passed</i>	<i>JH</i>	<i>JE</i>	<i>Y</i>	<i>Y</i>	<i>A</i>	<i>A</i>	<i>Y</i>	<i>A</i>	<i>Y</i>

**Motion: To Excuse Board Members Absences (Mary Gay Chaples, Bryon Houtaling and Vince Falletta)**

<b>Result</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>RH</b>	<b>JM</b>	<b>VF</b>	<b>MC</b>	<b>JH</b>	<b>BH</b>	<b>JE</b>
<i>Passed</i>	<i>JE</i>	<i>JH</i>	<i>Y</i>	<i>Y</i>	<i>A</i>	<i>A</i>	<i>Y</i>	<i>A</i>	<i>Y</i>

**Motion: To Give Recording Secretary (John Monroe), when taking the minutes, some latitude to expand when necessary without dialog, for clarification purposes.**

<b>Result</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>RH</b>	<b>JM</b>	<b>VF</b>	<b>MC</b>	<b>JH</b>	<b>BH</b>	<b>JE</b>
<i>Passed</i>	<i>BH</i>	<i>JM</i>	<i>Y</i>	<i>Y</i>	<i>A</i>	<i>A</i>	<i>Y</i>	<i>A</i>	<i>Y</i>

**Russell Muniz, (Town Clerk) presented the Advisory Board Handbook and a Sunshine Law power point presentation.**

**Emily McCord, (Community Services Coordinator) presented the Public Works Director Monthly Report, representing Clete Saunier, who is absent from this meeting.**

**Meeting Adjourned 9:00 p.m.**



## Town of Southwest Ranches

13400 Griffin Road  
Southwest Ranches, FL 33330-2628

(954) 434-0008 Town Hall  
(954) 434-1490 Fax

### Public Works Director Monthly Report

TO: Drainage and Infrastructure Advisory Board

FROM: Clete J. Saunier, P.E., Public Works Director / Town Engineer

DATE: February 4, 2015

RE: **Public Works Director Monthly Report**

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#### Country Estates Fishing Hole Park:

- Bid documents for the trail improvement are being drafted. The plans have been prepared and soil borings were taken on January 20<sup>th</sup>. The soil borings were received and quantities were calculated for the bid documents
- Staff has developed preliminary specifications based upon a conceptual scope of work for the remaining, unimproved park areas to be cleared of overgrown vegetation and undesirable trees, grading, leveling and grassing (sodding or seeding). However, funding is currently unavailable for this work.
- The final elements of the playground were installed. Native landscaping with be installed in February. The Town will then submit for reimbursement of the \$75,000 grant from Broward County.

**Calusa Corners:** The Town was awarded a fifty thousand dollar (\$50,000) FRDAP grant from the State with no required Town match for construction of a pavilion, playground and parking improvements. We have until April 30, 2017 to complete this work. Staff is preparing the commencement documentation. A wetland determination has been requested. Legal staff is working on the title commitment.

**SW 145<sup>th</sup> Avenue Culvert Improvement:** Construction is complete and reimbursement will be requested this week. Final inspection was conducted on January 27<sup>th</sup> and minor punch list items were addressed by the contractor on January 30<sup>th</sup>. This project is being funded by the Florida Department of Environmental Protection (FDEP) and the Central Broward Water Control District (CBWCD).

**Drainage Interconnect Projects funded by FDEP:** The following projects will be designed and constructed prior to December 31, 2015. Keith and Associates are completing the surveys and design drawings to be incorporated into final bid documents constructing the improvements:

1. **SW 54<sup>th</sup> Place Drainage:** The Phase I improvements were completed by DP Development of the Treasure Coast before October 31, 2014. Phase II of the project will be designed and scheduled for construction before April 2015; however, due to significant changes in the Phase II design, this construction may not finish until May 2015. Both phases of this project were funded by the Department of Environmental Protection.
2. **Hancock Road & Mustang Trail Intersection Drainage Improvement:** This project will provide a drainage pipe connection from an existing drainage inlet to a new drainage inlet and outfall pipe with headwall to the adjacent CBWCD canal.
3. **Dykes Road (between SW 51<sup>st</sup> Manor & SW 53<sup>rd</sup> Court) Drainage Improvement:** This project will provide an additional drainage outfall from Dykes Road to an adjacent canal. SBDD has prepared the design and has indicated they may be able to support this project by subcontracting a portion of the construction.
4. **SW 210<sup>th</sup> Terrace & SW 50<sup>th</sup> Street Intersection Drainage Improvement:** This project will provide two new drainage inlets and pipe, swale excavation and an outfall connection to an SBDD canal (Cemetery Canal). SBDD has indicated they may be able to support this project by subcontracting a portion of the construction work.
5. **SW 63<sup>rd</sup> Street Drainage Improvement from SW 185<sup>th</sup> Way to SBDD Canal West:** This project will provide new drainage inlets and pipe at each intersection and swales along the south side of SW 63<sup>rd</sup> Street from SW 185<sup>th</sup> Way to an SBDD canal west of SW 188<sup>th</sup> Avenue. SBDD has indicated they may be able to support this project by subcontracting a portion of the construction work.
6. **SW 195<sup>th</sup> Terrace Drainage Improvement from the 5800 Block to the 5400 Block:** Originally this project was designed to provide legal positive outfall to Canal 13 by installing drainage pipes from SW 195<sup>th</sup> Terrace to SW 196<sup>th</sup> Lane at two locations, each requiring access between four existing residences. After reviewing the initial design, it was determined that construction through this route would be too time consuming and cost-prohibitive due to extensive structural improvements (fences, etc.). Therefore, the project design was amended by re-routing legal positive outfall through Town right-of-way along SW 195<sup>th</sup> Terrace to SW 54<sup>th</sup> Place. This will require construction of approximately 1900 linear feet of drainage outfall pipe by connecting the existing catch basins at 5801 SW 195 Terrace to the drainage catch basins at the intersection of SW 195<sup>th</sup> Terrace and SW 54<sup>th</sup> Place. The drainage connection will then extend via the SW 54 Place Phase II improvements and outfall to Canal 13.

7. **5200 Block of SW 195<sup>th</sup> Terrace:** After reviewing this project with the Town Attorneys, it was determined that there is insufficient right-of-way to provide legal positive outfall for this drainage basin area. Therefore, staff has petitioned FDEP to transfer this funding to the other SW 195<sup>th</sup> Terrace drainage project (above).

**Stirling Road Guardrail:** The Town Council approved the funding agreement with the State of Florida on January 22<sup>nd</sup> in the amount of four hundred and seventy eight thousand dollars (\$478,000) for guardrails from SW 130<sup>th</sup> to Hancock Road. The total project cost is estimated to be \$613,000, which requires a Town funding match of up to \$135,000. Staff is currently coordinating with our contracted engineering firms to develop scope of work and the surveying and design proposals needed for the project.

**SW 190<sup>th</sup> Extension:** Town was awarded \$243,000 in the State budget to extend SW 190<sup>th</sup> Avenue. The Town Council approved the funding agreement at the January 22<sup>nd</sup> meeting. Staff is coordinating with our contracted engineering firms to determine the scope of work needed for the project, including corridor design parameters and alignment issues, final design, etc.

**Town Entranceway Signs:** Staff submitted permit applications to Broward County for the two (2) new entryway signs on Griffin Road (SW 148<sup>th</sup> Avenue and SW 205<sup>th</sup> Avenue). Revocable license agreements with Broward County for signs within Broward County right-of-way were adopted at the January Town Council meeting. A purchase order has been issued for two additional signs. The Revocable license agreement with Broward County for the fourth entranceway sign will be on the March agenda. The survey is currently being prepared by Keith and Associates.

**The Barn:** The grand opening of the Barn was held on January 24<sup>th</sup>. Minor aesthetic punch-out items remain to be addressed by the contractor prior to final payment.

**Pothole Repairs:** Staff continues to monitor pothole occurrences and repairs. Staff is considering alternate options for inspecting, reporting and construction contracting allowing for a more efficient and responsive process.

**Transportation Surface and Drainage Ongoing Rehabilitation Program (TSDOR):** The Drainage and Infrastructure Advisory Board and Town Council have approved the first four years of the 21-year plan subject to annual review and amendment by the DIAB those roads scheduled for construction five (5) fiscal years and beyond. The first group of roads scheduled for construction FY 2016 have been reviewed by Town legal staff and determined to have no encumbered right of way issues. Legal staff is currently reviewing FY 2017 roads to determine whether any encumbered right-of-way and/or easement issues exist. Surveying and civil design engineering firms have been selected and agreements were approved by Council. Staff has coordinated design and bid document preparation with the civil firms and has (subject to Council approval on February 12<sup>th</sup>) will issue a Purchase Order to Winningham and Fradley for surveying and Erdmann Anthony for engineering and design. The roads scheduled for improvement are:

- SW 209<sup>th</sup> Avenue
  - SW 50<sup>th</sup> Street
  - SW 210<sup>th</sup> Terrace
  - SW 54<sup>th</sup> Place
  - SW 54<sup>th</sup> Place
  - SW 208<sup>th</sup> Lane
  - SW 205<sup>th</sup> Avenue
  - SW 48<sup>th</sup> Place
  - SW 49<sup>th</sup> Court
  - SW 50<sup>th</sup> Place
- Griffin Road to SW 50<sup>th</sup> Street
  - SW 208<sup>th</sup> Lane to SW 210<sup>th</sup> Terrace
  - SW 50<sup>th</sup> Street to SW 54<sup>th</sup> Place
  - SW 208<sup>th</sup> Lane to East Dead End
  - SW 210<sup>th</sup> Terrace to East Dead End
  - SW 50<sup>th</sup> Street to SW 54<sup>th</sup> Place
  - Griffin Road to Town Limit
  - SW 205<sup>th</sup> Avenue to E/W Dead Ends
  - SW 205<sup>th</sup> Avenue to E/W Dead Ends
  - SW 205<sup>th</sup> Avenue to E/W Dead Ends

**Community Rating System (CRS):** Staff is coordinating with the State and FEMA and preparing for the preliminary audit to obtain the CRS rating. FEMA conducted a Community Assistance Visit on September 3, 2014 to determine the effectiveness of the Town's floodplain management programs under participation in the National Flood Insurance Program. Town staff from Public Works, Code Enforcement and Building Departments are involved. The auditor had comments regarding several elevation certificates (formatting and technical information issues) that are in the process of being addressed with the affected residents and their surveying consultants. A staff member of the Florida CRS Initiative is meeting with staff on February 26<sup>th</sup> to help with admittance into the program.

**Country Estates Traffic Calming:** The five (5) enhanced speed humps in the Country Estates neighborhood were planted with Florida-Friendly landscaping on January 26<sup>th</sup>. The striping and traffic calming signage for SW 185, 186, and 188 has been completed and final inspection was conducted on January 30<sup>th</sup>. Minor punch list items were sent to the contractor to be addressed prior to release of progress payment retainage.

**Broadwing Property Improvements for VFD:** This project will provide a new station for the transfer of the Volunteer Fire Department from its current location 17220 Griffin Road. The project will require platting and potentially extensive environmental permitting due to its location adjacent to the SFWMD C-11 Canal. The building is planned to be a modular, portable (concrete) structure, modified to the VFD's needs. Staff will be inspecting the School Board's surplus modular. The project will probably require 8 to 10 months to move through the platting process which will delay Certificate of Occupancy of the structure likely until mid-summer 2015. Staff met with Planning and Zoning and Chief Lee Bennett. Staff will be meeting with design consultants to prepare the required site plans and building construction documents, including permitting, etc. Keith and Associates prepared a boundary and topographic survey for the site. Staff received a Wetland Determination Letter from Broward County. Staff has ordered a title report and adjacent right-of-way report. The Mellgren Planning Group is preparing the plat application.

**SWR Interconnect to Improve Water Quality and Drainage (Dykes Road & Calusa Corners Park):** The first phase of this project includes installing drainage inlets, pipe and swales along Dykes Road to transfer flood waters into a system of swales, canals and improved wetlands within Calusa Corners Park. The second phase includes the construction of an east to west waterway interconnecting the lake system within Ivanhoe Estates to the SBDD SW 172<sup>nd</sup> Avenue Pump Station. This project is being presented to the SFWMD for funding consideration within the next year.

**Local Mitigation Strategy Plan:** Staff submitted forms for the Town's mitigation projects to Broward County to be eligible for future FEMA funding. These projects included a future fire station, Town Hall roof, and the SWR Interconnect.

**National Pollutant Discharge Elimination System (NPDES):** Staff is coordinating the permit with Broward County. The Town's consultant, E-Sciences, was in Town Hall from February 2<sup>nd</sup> to February 4<sup>th</sup> assisting staff with the preparation of the annual report, which is due in March.

**Stirling Road Traffic Calming Working Group:** Staff will be meeting with a small group of residents on February 11<sup>th</sup> at 7 PM in Town Hall to discuss potential traffic calming measures / solutions on Stirling Road. The traffic counters have been installed by Davie Police to get up-to-date speed information. This meeting has been advertised.

**Development Reviews and Inspections:** Staff continues to assist residents on development requirements and code compliance through meetings, phone calls, emails, permit reviews, re-reviews, and inspections.

<b>Month</b>	<b># of Permits Received</b>
September	28
October	21
November	18
December	20