



**VILLAGE OF EL PORTAL  
VILLAGE COUNCIL  
PUBLIC WORKS COMMITTEE MEETING  
AGENDA  
TUESDAY, January 16, 2017  
7:00 PM**

- A. CALL TO ORDER**
- B. MOMENT OF SILENT MEDITATION & PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. APPROVAL OF AGENDA**
- E. APPROVAL OF MINUTES**  
E1. Minutes for October 3, 2017 Public Works Committee Meeting
- F. GOOD & WELFARE** (NOTE: This section of the agenda is reserved in the spirit of a representative democracy “of, by, and for the people” and is specifically provided as a mechanism for the input and solutions on matters of concern of Villagers. We request that comments be limited to 3 minutes per person, and that speakers and the audience maintain proper decorum at-large. *The speaker should keep to only issues on the agenda.*)
- G. AGENDA ITEMS:**
- G1.** SFWMD Little River adaptation plan development/flood risk in c7 basin presentation – *See attached presentation (item 1);*
- G2.** Flood protection level of service / Stormwater master planning update (schedule, action items, decisions, etc) – *See attached schedule and partial presentation on level of service, etc. (Item 2)*
- G3.** Sewer project update (schedule, action items, decisions) – *See attached project milestone schedule for discussion (item 3)*
- G4.** Sewer/Stormwater administrative task status:
- 4a) funding application status and FDEP intentions – *See attached loan applications (water and sewer) and FDEP correspondence requesting submittals (Items 4A-1, 4A-2, 4A-3, and 4A-4);*

“Pursuant to Florida Statutes, Chapter 286.0105: If a person decided to appeal any decision made by the Board, Agency or Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.”

- 4b) legal opinion document(s) status – *See attached sample Legal Opinion letters (sewer and stormwater) items 4B-1 and 4B-2;*
- 4C) resolution approval status – *See attached sample Resolutions (sewer and stormwater) items 4C-1 and 4C-2;*
- 4d) FDEP Advanced payment justification request status – *See attached advanced pay request application forms and draft request letter items 4D-1, 4D-2, and 4D-3;*
- 4e) FDEP funding agreement status – *(FDEP agreements not finalized and in hand as they depend on Village submitting item 4D);*
- 4f) Pennoni contract finalization status – *see attached Pennoni Contracts (phase 1 sewer design, stormwater master plan update, and funding application assistance – Council approved 10/16/17 and 10/24/17) items 4F-1, 4F-2, and 4F-3;*

**G5.** Pennoni contract (new) for Agency and Additional funding negotiations – *See attached Pennoni Proposal item 5*

**G6.** Tracking Report.

**H. GOOD & WELFARE:** (NOTE: This section of the agenda is reserved in the spirit of a representative democracy “of, by, and for the people” and is specifically provided as a mechanism for the input and solutions on matters of concern of Villagers. We request that comments be limited to 3 minutes per person, and that speakers and the audience maintain proper decorum at-large. *The speaker may speak on any issue of concern.*)

## **I. ADJOURNMENT**

### **Members:**

Councilperson Werner Dreher, Chairperson

Councilperson Harold E. Mathis, Jr., Vice Chairperson

Mayor Claudia V. Cubillos, Member

**“Pursuant to Florida Statutes, Chapter 286.0105: If a person decided to appeal any decision made by the Board, Agency or Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.”**

PUBLIC WORKS COMMITTEE TRACKING REPORT

Public Works Tracking Report								
Item ID	ITEM#	ACTIVITY • GOAL • PROJECT	INITIATOR	STATUS	START	END	STATUS	EXPENSE
1	2	Village Traffic Calming	Mayor Cubillos	ACTIVE	Feb/Mar 2016	Q4 CY2017	NE 2nd Avenue, Grant NPO reduce lanes, bike path 3/13 - Mayor informed to hold project to start of the next fiscally year. In the mean time, Village Manager and Mayor will contact sister cities and municipalities to benchmark their project scope and actions. 7/11 - David to contact Anne Marie to provide with other city resolutions. 10 /1 - Transitioned updates to Interim manager. Interim manager to provide update during the PW committee meeting.	CITT Transit, as long as there is a bus stop near the crosswalk
2	3	Stormwater Project (LeJordan)	Christia Alou	ACTIVE	ongoing	Jul-14	PHASE VI Completed. Three locations have been identified for PH.VII. El Jardine Motion to move to full council by Manager Walker 7/11 - LeJordan \$550k Grant was approved to move forward from the Master Plan to Design phase. 10 /1 - Transitioned updates to Interim manager. Interim manager to provide update during the PW committee meeting.	20K Cubillos
3	7	Pot Holes/Village Beautification	Vice Mayor Nickerson	ACTIVE	7/8/2013	ongoing	Mayor suggested cleaning up the signs and picking up signs that were down. The Mayor suggested going out as a group and pick out the top 5 beautification issues. The Manager said a golf cart/ sunshine meeting can be held to accomplish beautification of the areas needing the most help. Mayor Cubillos said we need to set the example by starting with our own Village Hall. 3/13 - Werner and David meeting to discuss next steps on street repair for the following locations: Road Repair for the following: 1- 88 st and 4av (1 Block east) 2- 88 st and 4 av (block east) 3- 87 st 4- 90 st (Ms Brook's street) 7/11 - Committee segregated the street repair into 2 categories. 1- Pole holes - Village to fix all pot holes reported on 3/13 and pot hole located off NW 2ave and School. 2- Resurfacing Streets - Long term fix. More time (End of Aug) is required to analyze strategy to resurfacing streets. 10 /1 - Transitioned updates to Interim manager. Interim manager to provide update during the PW committee meeting.	\$60,000
4	8	Village Hall Upgrade	Villager Manager / Mayor	ACTIVE	2017	ongoing	Updating Audio was In plan as per Manager Walker. Refurbishing the Piano still needs to be done. Councilperson Brunson brought up the idea of getting a projector to promote Movie Nights to bring closer together the community 3/13 - Village Manager to provide by May 2017 with a proposal to include timeline and impacted improvement areas for the village hall. 7/11 - Committed agreed to have to have 2 categories 1-Aesthetic - Sprinklers system repair and village hall cleaning. 2- Functioning - IT system upgrade cost estimate to be provided during the July council meeting to evaluate to include in the upcoming budget season. 10 /1 - Transitioned updates to Interim manager. Interim manager to provide update during the PW committee meeting.	\$20,000
5	14	Intern Pilot Program for Public Works	Werner Dreher / Christia Alou	ACTIVE	Q1 CY2017	End of Q3 CY2017	3/13 - FIU Executive director spoke during the committee meeting about the FIU Internship program. Committee approved to bring to next council meeting Internship job description for approval. 7/11 - Candidates were selected based on a review from the Village Manager, Mayor, and Councilman Dreher. 10 /1 - Transitioned updates to Interim manager. Interim manager to provide update during the PW committee meeting.	

Werner Dreher, Chair  
 Omar Nickerson, Vice Chair  
 Claudia V. Cubillos, Member

PUBLIC WORKS COMMITTEE TRACKING REPORT

Public Works Tracking Report								
Item ID	ITEM#	ACTIVITY • GOAL • PROJECT	INITIATOR	STATUS	START	END	STATUS	EXPENSE
6	15	Sewer Plan - Village Moves Away from Septic Tanks	Werner Dreher / Christia Alou	ACTIVE	Q1 CY2017	End of Q3 CY2017	<p>3/1/2017: Werner and David met with Craig &amp; Associates and identified the following actions:                      Action Item 1 - David R to provide by 12/16 to Steve, Orlando, and Al with the Plusurbia contact name and make email introduction between Plusurbia and Craig A. Smith and Associates. Action Item is complete. Information was provided. ITEM IS CLOSED.                      Action Item 2- David to request by 12/16 Plusurbia to provide to Craig A. Smith and Associates with the current comp plan. The plan may be utilized by Craig A. Smith and Associates to develop the Sewer Plan recommendations. Action Item is complete. Information was provided. ITEM IS CLOSED.                      Action Item 3 - David and Werner to request the 'WASA' department for the current water volume flow usage per household and provide the information to Craig A. Smith and Associates. Action Item is complete. Information was provided. ITEM IS CLOSED.                      Action Item 4- Craig A. Smith and Associates to request their water department contact person for the current water volume flow usage per household. Action Item is complete. Information was provided. ITEM IS CLOSED.                      Action Item 5- Craig A. Smith and Associates to provide by Mid January 2017 to David and Werner with the updated estimated costs for the Sewer Plan and Storm Water Plan for David to provide to lobbyist. ITEM IS CLOSED.                      Action Item 6 - Craig A. Smith and Associates to provide by End of February 2017 / early mid March 2017 with the proposed Sewer Plan and the workshop agenda and proposed dates. The workshop will entail a public meeting were council and residents will review the proposal and the council will approve to move forward with next steps.                      Action Item 7- Craig A. Smith and Associates to provide with a project plan of the major work streams and activities involved during 2017.                      3/13 - David informed that Village is working with an Engineering firm who can help secure funds and grants aimed to small municipalities.                      7/11 - Committee meeting agreed that Info Sessions will be held with residents and the engineering firm to discuss project and answer questions.                      10 /1 - Transitioned updates to interim manager. Interim manager to provide update during the PW committee meeting.</p>	
7	16	Tree Trimming	Christia Alou	ACTIVE	ongoing	ongoing	<p>3/1/2017 - Tree Trimming was completed during Dec 2016. David brought the idea to combine the trash bulk pickup and tree trimming resulting in saves.                      3/13 - Werner and David meeting with the objective to plan the tree trimming efforts needed for the end of March / early April timeframe.                      7/11 - Q2CY2017 tree trimming was completed. 17 locations were identified to cut the trees.                      10 /1 - Transitioned updates to interim manager. Interim manager to provide update during the PW committee meeting.</p>	
8	17	Nature Trail Expansion (\$20K Grant)	Christia Alou / Mayor Cubillos	ACTIVE	ACTIVE		<p>7/11 - Mayor Cubillos and David to meet with the Miami Dade School Board to provide with a date.                      10/1 - Mayor informed of a new rollout date of Q22018.</p>	
9	18	Waste Management Contract	Christia Alou	ACTIVE			<p>7/11 - Revisit the contract terms since contract is expired. David to provide status update during the July council meeting.                      10 /1 - Transitioned updates to interim manager. Interim manager to provide update during the PW committee meeting</p>	
<b>Inactive or Complete Projects</b>								
8	6	Tot Lot Improvements		Complete	5/20/2013	ongoing	Water Fountain	EST. \$700-\$1000

Werner Dreher, Chair  
 Omar Nickerson, Vice Chair  
 Claudia V. Cubillos, Member

PUBLIC WORKS COMMITTEE TRACKING REPORT

Public Works Tracking Report							STATUS	EXPENSE
Item ID	ITEM#	ACTIVITY • GOAL • PROJECT	INITIATOR	STATUS	START	END		
	9	1 Seawall Project		INACTIVE			The Manager updated the Council on this item with a brief history on funding requests and approvals and the issues with the residents and the project. Mayor Cubillos suggested that the committee members reach out to the residents to start over. The Manager warned against setting people's expectations as it's not the Village's responsibility to maintain the homeowner's seawall. Former Councilperson Old spoke about his experience with SFWMD. The District explained that the Army Corps of Engineers will not permit the project as requested and suggested finding alternate means of preventing the erosion. The Manager agrees and noted that one of the properties located at 500 NW 87th ST has lost its backyard to erosion. Councilperson Brunson asked for time to review what has been done.	\$5M for one continuous wall.
	10	4 Codification of Code of Ordinances	Chairperson Nickerson	INACTIVE		Spring 2015	Move to next FY, set end date for those ORDs that are past due. State of FL also has codification issues. Ongoing Manager Walker was going to look at the last Ord done and then advise Clerk Jacobo to be processed for MuniCode	\$8,000
	11	5 NW 3rd AVE landscaping		INACTIVE	5/20/2013	INACTIVE	Strip of land ROW behind the Horace Mann Middle school field. On hold until funding is available. The Village is responsible for maintaining the lawn.	One quote .\$45,000
	12	6b Dog Park		INACTIVE			Mayor Cubillos is looking at two locations for a possible dog park.	
	13	10 Sewer Retrofit		INACTIVE	9/8/2014	TBD	Priorities discussed with Item 1. This project takes priority to the Seawall. Water Project Application submitted. The plan is estimated to cost \$150K and the actual construction is estimated to cost \$15M. The Mayor and Manager met with legislators for funding in Tallahassee.	\$150,000 for plan/design
	14	12 Upgrade Village Kitchen		INACTIVE			3/13 Closing this item since it pertains to Village Hall Upgrade item mention in this tracking report.	
	15	13 Rail NW 86th Street		INACTIVE			Manage said would get quotes on the re-do of the kitchen	
	16	9 N Miami Ave Medians		INACTIVE	1/14/2014	NEXT FY		
	17	9b N Miami Ave Signs	Mayor Cubillos	INACTIVE	TBD	TBD	Needs maintenance. Discussed briefly with Item 7.	
	18	11 Bus Signs Ordinance	Mayor Cubillos	INACTIVE			Mayor Cubillos suggested that the signs in the entrance to the village of el portal needed to be made more presentable	