

TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



AGENDA MEMO

TO: Board of Supervisors of the Loxahatchee Water Control District

FROM: Francine L. Ramaglia, Town Manager

DATE: January 7, 2025

SUBJECT: District Annual Landowner's Meeting

Background: Chapter 298, Florida Statutes, contemplates and the Water Control District holding an advertised landowners' meeting annually. The primary purpose of such meetings is to elect the Board of Supervisors. The Board of Supervisors for the Loxahatchee Groves Water Control District are the members of the Town Council, in accordance with the special act making the district a dependent district of the Town (codified in Section 1 "Loxahatchee Water Control District of Chapter 46 "Special Districts" of the Town's Code of Ordinances). Nonetheless, the landowners' meeting does present the opportunity to review the works of district and do some housecleaning with respect to the relationship between the District and the Town.

Attached is the interlocal agreement and amendments between the Town and the District. The interlocal agreement does not specify which persons will be the District Engineer, Attorney for the District, District Administrator, or the District Secretary. Rather the Board adopted separate resolutions in 2018 with respect to those positions. The following is a review of those resolutions and suggested updates.

District Administrator – Immediately after the District became a dependent district of the Town, the District had a District Administrator and Resolution 2018-DD04 (copy attached) contemplated a situation in which the Town Manager and District Administrator were not going to be the same person, but clarified that the District Administrator would report to and be under the supervision of the Town Manager. The current reality is that the Town Manager acts as the District Administrator and the suggestion is to adopt a resolution which reflects that reality and have the Town Manager and District Administrator be one and the same person. The Town Manager's current contract requires the Manager to perform the functions and duties of the Chief Administrative Officer of the Loxahatchee Groves Water Control District. Resolution 2025-DD01 has been prepared to reflect the District Administrator is the Town Manager.

District Engineer – In 2018, the Board adopted Resolution 2018-DD06 designating the Town Engineer as the District Engineer. At the time, the Town had designated Keshavarz and Associates as the Town Engineer. There is no State or Town requirement that the Town employ a Town Engineer and the current contracts with the Town’s various engineers does not designate any of them as the Town Engineer. They are the Town’s engineers for the respective projects they work on, but no so in a general sense. Section 298.16 F.S. does require the appointment of a District Engineer by the District. To that end it is recommended the Board adopt Resolution 2025-DD02 appointing Richard Gallant, the Town’s Public Works Director, and is trained as an engineer, the District Engineer.

Attorney for the District – A question arose at a recent District/Council meeting as to whether the Town Attorney was also named as the Attorney for the District. The Town Attorney’s current contract does not specifically reference their work for the District, but Resolution 2018-DD05 designates the Town Attorney as the Attorney for the District. The resolution remains valid and appears to be sufficient to have the Town Attorney act as the Attorney for the District without modification.

District Secretary – Similar to the situation with the Attorney, in 2018 the Board passed Resolution 2018-DD03 designating the Town Clerk to serve as the District Secretary and it remains valid and does not appear to need modification

Report on District Works – The Public Works Director will present a brief report on major works of the district for the past year and update the status of projects that will be done this year. The focus of the major works has been the culvert bridge installations and the upcoming catch basin project.

Future meeting schedule – Resolution 2025-DD03 has been prepared to reflect that the Board of Supervisors meeting schedule shall coincide with the Town Council meetings and the Board agenda be integrated into the Council agenda with the District Administrator being charged with adding District items onto the agenda as they are needed.

Selection of President and Treasurer – The Mayor and Vice Mayor were selected as President and Treasurer of the District in April of 2024, it is staff’s recommendation that those offices be selected in April of 2025 after the Town’s election has taken place and the new Board is seated.

Recommendation: Motions to approve:

- a. **Resolution 2025 – DD01** designating the Town Manager to be the District Administrator;
- b. **Resolution 2025 - DD02** designating Richard Gallant to be the District Engineer;
- c. **Resolution 2025 – DD03** adopting the Board of Supervisors’ meeting schedule;

Motion to receive and file the Report on District Works