



**Utility Special District Meeting
Agenda**

**Marina Event Center - 190 E. 13th Street
Riviera Beach, FL 33404**

September 20, 2023

This is a reoccurring meeting for USD, the 3rd Wednesday of the month

Be advised, that the meeting location is subject to change. The public is encouraged to visit the City's website, www.rivierabch.com , for up to date information on meeting location and information.

Chairperson

Douglas A. Lawson - District 5

Vice Chair

Shirley D. Lanier - District 3

Board Members

Tradrick McCoy - District 1

KaShamba Miller-Anderson - District 2

Julia A. Botel - District 4

Ex-Officio Board Member

Mayor Ronnie L. Felder

Administration

Jonathan Evans, City Manager

Michael RT Low, Executive Director

Tawanna Smith, CMC, Interim District Clerk

Dawn S. Wynn, District Attorney

Randy Sherman, District Finance Director

ADA Notice

This meeting is open to the Public. In accordance with the Americans with Disabilities Act of 1990, persons in need of a special accommodation to participate in the proceedings shall contact the Office of the City Clerk at 561-845-4090 no later than 2 days (48 hours) prior to the proceedings.

To request material in accessible format, sign language interpreters, hearing impaired accommodation, or any accommodation to review any document or participate in these proceedings, please contact the Florida Relay Services 1-800- 955-8771 (TDD) or 1-800-955-8770 (voice) for assistance.

Public Comments Information

If anyone wants to speak on an agenda item, please complete a public comment card located at the front desk and give it to the City Clerk staff prior to Board discussion and before the public comments section is announced. In no event will anyone be allowed to submit a comment card to speak on an agenda item after the title of the item is read or considered.

Consent Agenda: Total time allotted for comment on the Consent Agenda to each member of the public is three (3) minutes.

Regular Agenda: Members of the public will be given three (3) minutes to speak on any regular agenda item.

Please note that the time limit for public comment may be reduced by a vote of the Board based on the voluminous nature of public comment cards.

Civility and Decorum: Please be reminded that the City of Riviera Beach is committed to civility and decorum by its officials, employees, and members of the public who attend this meeting. The Board has adopted "Rules of Decorum Governing Public Conduct during Official Meetings", which provides in pertinent part:

- Officials shall be recognized by the Chair and shall not interrupt a speaker.
 - Public comment shall be addressed to the Board as a whole and not to any individual on the dais or in the audience.
 - Displays of anger, rudeness, ridicule, impatience, lack of respect and personal attacks are strictly prohibited.
 - Unauthorized remarks from the audience, stamping of feet, clapping, whistles, yells and similar demonstrations shall not be permitted.
 - Offenders may be removed from the meeting.
 - Please mute or turn off cell phone at the start of the meeting. Failure to do so may result in being barred from the meeting.
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Lobbying - Ordinance 4001 - Adopted September 2011

Lobbyist registration and reporting forms are available for you online and in print. Forms can be obtained in the Office of the City Clerk and Council Chambers. Registration and reporting forms shall be submitted to the Office of the City Clerk.

CALL TO ORDER

Roll Call

Invocation

Pledge of Allegiance

AGENDA Approval

Additions, Deletions, Substitutions

Disclosures

Adoption of Agenda

Comments From the Public on Consent Agenda (Three Minutes Limitation)

CONSENT AGENDA

Routine Board Business. The Consent Agenda is approved by a single majority vote. Items may be removed for open discussion by a request from a Board member or member of staff.

1. Minutes

1.a Minutes of the Regular Utility District Special District Meeting held on Wednesday, July 12, 2023.

Tawanna Smith, City Clerk , 561-845-4090

Staff recommends approval of the Minutes of the Regular Utility District Meeting held on Wednesday, July 12, 2023.

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[July 12, 2023 Utility Special District Workshop.docx](#)

2. Resolutions

END OF CONSENT AGENDA

3. Unfinished Business

Petitions and Communications for filing

4. Awards and Presentations

5. Public Hearings

COMMENTS FROM THE PUBLIC - 5:45 PM Non-Agenda Item Speakers (Three

Minute Limitation)

Public Comments shall begin at 5:45 PM unless there is no further business of the Board, which in that event, it shall begin sooner. In addition, if an item is being considered at 5:45 PM, then comments from the public shall begin immediately after the item has been concluded.

6. Items Tabled

7. REGULAR AGENDA

Resolutions on Regular Agenda

- 7.a **Resolution Number 17-23UD: A Resolution of the Board of Directors of the City of Riviera Beach Utility Special District, Palm Beach County, Florida, adopting the fiscal year 2023-2024 operating budget and providing an effective date.**

Randy M. Sherman, Director of Finance and Administrative Services, CPA, CGFO, CTP, 561-845-4045

Staff recommends a Motion to approve Resolution Number 17-23UD.

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[Resolution 17-23UD docx](#)

[FY 2024 USD Tentative Budget.pdf](#)

- 7.b **Resolution 21-23UD: A Resolution of the Board of Directors of The City of Riviera Beach Utility Special District, Palm Beach County, Florida, accepting the interim water and sewer rate review; authorizing the Utility Special District to update the water and sewer, rates and charges; approving rate schedules; and providing an effective date.**

Randy M. Sherman, Director of Finance and Administrative Services, CPA, CGFO, CTP, 561-845-4045

Staff recommends a Motion to approve Resolution Number 21-23UD.

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[Resolution 21-23UD.pdf](#)

[USD Rate Schedules FY 2024-FY2028.pdf](#)

[Microsoft Word - Interim Rate Letter \(Final\).pdf](#)

[Public Notice Receipt.pdf](#)

[Resolution 12-15UD.pdf](#)

[2023 07 12 BUDGET WORKSHOP USD OPERATING and CAPITAL](#)

[7122023.pdf](#)

[2023 Interim Rate Presentation 9.20.2023 V1 \(1\).pdf](#)

- 7.c **Resolution Number 23-23UD: A Resolution of the Board of Directors of the City of Riviera Beach Utility Special District, Palm Beach County, Florida, recommending the approval of an agreement between the Utility Special District and Keltour USA Inc to provide Lift Station Replacement Panel; authorizing the Utility District Chairperson and District Clerk to execute this agreement; authorizing the Director of Finance and Administration**

Services to make payment from project numbers 24012 and 24103 at a not to exceed cost of \$986,765.14; and providing an effective date.

Michael Low, Executive Director of Utility Special District/Elizabeth T. McBride, Deputy City Manager/ Tanisha Boynton, Senior Procurement Specialist, 561-845-4180

Staff recommends Utility Special District Board approval of Resolution 23-23UD.

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[RESOLUTION NUMBER 23-23UD.pdf](#)

[ITB No. 1095-23-4 LIFT STATION REPLACEMENT PANELS FINAL.pdf](#)

[Tabulation Worksheet.pdf](#)

[Vendor Verification Checklist.pdf](#)

[Keltour Bid Response.pdf](#)

8. Discussion and Deliberation

Discussion by City Manager/Executive Director

Discussion by District Attorney

Statements by the Mayor and Board

ADJOURNMENT

Appeals

If any interested person desires to appeal any decision of the Board with respect to any matter considered at this meeting, at his or her own expense, that person will need a record of the proceedings and for such purpose 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, pursuant to Section 286.0105, F.S. The City of Riviera Beach does not prepare or provide such a record.