

**THE SECOND AMENDED INTERLOCAL AGREEMENT FOR
PUBLIC SCHOOL FACILITY PLANNING
STAFF WORKING GROUP MEETING**

**Minutes
March 7, 2013
9:30 a.m. – 11:30 a.m.**

****City of Plantation, Development Services Building
401 NW 70th Terrace, 1st Floor Conference Room
Plantation, Florida 33317**

1. Call to Order and Roll Call

Chair Eichner called the March 7, 2013 Staff Work Group (SWG) meeting to order at 9:33 a.m. Linda Houchins took roll call, and the following members were in attendance:

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| • Allen, Ingrid | Town of Davie |
| • Amoruso, Glenn | Broward County |
| • Carpenter, Paul | City of Coral Springs |
| • Davis-Hernandez, Tanya | City of North Lauderdale |
| • Dolan, Jean | City of Pompano Beach |
| • Dokuchitz, Peter | City of Plantation |
| • Eichner, Shelley | Cities of Weston and West Park |
| • Ferguson, Gerald | City of Deerfield Beach |
| • Fink, Charles F. | Town of Pembroke Park |
| • Jefferson, Althea | City of Hallandale Beach |
| • Lajoie, Corinne Church | City of Dania Beach |
| • Louie, Linda | City of Tamarac |
| • Pinney, Andrew | City of Margate |
| • Proffitt, Justin | City of Oakland Park |
| • Stoudemire, Scott | City of Coconut Creek |
| • Swing, Brad | City of Sunrise |
| • Wight, Lisa | Broward County School Board |
| • Williams, Sharon | City of Pembroke Pines |
| • Wood, Matthew | City of Cooper City |

Others in attendance at the meeting were as follows:

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|---------------------|-----------------------------|
| • Boardman, Gregory | Broward County School Board |
| • Harrell, David | City of Fort Lauderdale |
| • Ramsay, Carson | Broward County School Board |

Chair Eichner introduced Plantation Council Member Peter Tingom who is Chair of the Oversight Committee, and thanked him for hosting the SWG meeting at the City of Plantation. Council Member Tingom welcomed the SWG to the City of Plantation and thanked the members for attending the meeting. He said he appreciated the hard work of the Committee. He advised that at the January 7, 2013 Oversight Committee meeting, the Committee had asked for reaffirmation regarding the

direction of the newly elected School Board regarding the matter of relocatables that would affect all communities.

2. Election of Officers

Chair Eichner opened the floor for nominations for the Chair position. Sharon Williams nominated Shelley Eichner to remain Chair of the SWG. Gerald Ferguson seconded the motion. There were no other nominations. Chair Eichner closed nominations, and the motion passed unanimously. Chair Eichner opened the floor for nominations for the Vice Chair position. Gerald Ferguson nominated Glenn Amoruso to remain Vice Chair, and Sharon Williams seconded the motion. There were no other nominations for Vice Chair, and nominations were closed. The motion passed unanimously.

3. Election of SWG Ex Officio on the Oversight Committee

Chair Eichner opened the floor for nominations for the SWG Ex-Officio member on the Oversight Committee. Tanya Davis-Hernandez nominated Shelley Eichner to remain as the SWG Ex-Officio member on the Oversight Committee. Sharon Williams seconded the motion. There were no other nominations for the SWG Ex-Officio position, and nominations were closed. The motion passed unanimously.

4. Addition(s) to the March 7, 2013 Agenda

There were no additions to the March 7, 2013 agenda.

5. Approval of the Final Agenda for the March 7, 2013 meeting

The final agenda for the March 7, 2013 meeting was approved unanimously.

6. Approval of Minutes – December 6, 2012

Sharon Williams made a motion to approve the minutes of the December 6, 2012 SWG meeting. Peter Dokuchitz seconded the motion, and the motion passed unanimously.

7. Subcommittee Reports (none)

8. Old Business

8.1 Feedback from the January 9, 2013 Oversight Committee meeting

Chair Eichner said that one of the issues discussed at the January 9, 2013 Oversight Committee meeting was the section of the Second Amended Interlocal Agreement for Public School Facility Planning (SILA) regarding counting portables towards school capacity until the 2019/20 school year. She stated that the discussion revolved around state statutes and the recommendation to remove portables, and the Oversight Committee said that while it was the philosophy of the prior School Board to remove portables, they questioned whether the current School Board held the same philosophy. Chair Eichner said that the Oversight Committee requested that the School Board Members who sit on the Oversight Committee get a consensus as to the current School Board Members' position on the removal of portables, recognizing that as portables are removed from school sites, schools would become over capacity and the boundary process would begin. Additionally, Chair Eichner stated that any changes to the SILA would require amendment of the Agreement. She said that the SWG should be aware of the impact these issues will have on the community, and that the members should start talking to their elected officials.

Lisa Wight advised that the Portable Reduction Plan, which is the phasing out of portables, will be discussed at a School Board Workshop in June 2013. She said that the Portable Reduction Plan is an Eight-Year Plan, that the School Board has approved the first two years of the Plan, and that the removal of portables from Year One is now being implemented. She stated that the Plan was prioritized based on need; if there was no need for the portables, they were scheduled to be removed in the early phases of the Plan, and in most cases the community would be in support of the removals. Ms. Wight stated that in Year 3 of the Plan, portables begin to be removed where the schools need them to meet the Level of Service (LOS) standard. She said that the issue would have to be addressed by the SWG and the Oversight Committee because the SILA states that commencing in the 2019/20 school year; only permanent capacity will be used to determine LOS. Chair Eichner asked that an email be sent to the SWG members to advise them when the Portable Reduction Plan Workshop will be held. Discussions followed regarding the Portable Reduction Plan, boundary changes, over and under-enrollment, and the repurposing of schools.

Ms. Wight advised that the state encourages elimination of portables that are 20 years and older. Additionally, she stated that 80 percent of the District's portables are over 20 years old. She said that the state has taken the position that the Florida Inventory of School Housing (FISH) is an inventory of capacity and if a portable is on the school site, it counts toward capacity whether or not the school is using the portable. Therefore, the portable must be destroyed to remove it from the FISH. Discussions followed regarding enrollment projections and charter schools.

Chair Eichner said that this was a long, drawn out, intense issue, and that early involvement was important. She stated that if the SILA stays as it is now, portables will no longer count toward capacity and in order to provide sufficient student stations, there would have to be boundary changes. She said that if there are no changes to the SILA to keep the portables, then the School Board would still have to deal with the issue of under-enrollment and potential closure of schools. She advised that the first step would be to attend the Portable Reduction Plan School Board Workshop in June 2013. Discussions followed regarding the Concurrency Services Areas and amendment of the SILA. Chair Eichner requested that Linda Houchins email the particulars of the Portable Reduction Plan School Board Workshop which will be held in June 2013. She suggested that the next SWG scheduled for June 6, 2013 be moved to after the School Board Workshop.

Chair Eichner said that the other issue discussed at the Oversight Committee meeting was related to Article VI of the SILA regarding School Board notification to Municipalities regarding on-site and off-site improvements. The subject was discussed below under Item No. 8.2.

8.2 Article VI of the Amended ILA, Supporting Infrastructure - Notice to Municipalities Regarding On-Site and Off-Site Improvements

Chair Eichner advised that a meeting was held two weeks ago between Greg Boardman, Lisa Wight and herself to put a procedure in writing for the SWG to review regarding School Board notifications to Municipalities regarding on-site and off-site improvements. Mr. Boardman explained the communication model that he had prepared. He stated that the goal of the model was to notify the Municipalities as many times as possible during the process. He said that the Municipalities would be notified officially three separate times, and there would be three other times when the Municipalities will be invited to meetings. He said that the first notification would be when the consultant is hired by the School District. Additionally, he said that if the project is under \$500,000 and does not require any city infrastructure, it goes through a quick Development Review Committee (DRC) process and the Municipality will receive notification at the Notice to Proceed phase. He explained that the \$500,000 threshold was because the School Board does not require projects under \$500,000 to get Board approval. He said that if the project is over \$500,000 and it increases student capacity by 5 percent, the statute requires the project to go through the local Municipal DRC process and also the School Board

DRC process. Mr. Boardman advised that in both processes, Municipalities will be invited to the DRC meetings. He said that the letters will be sent to the City Mayor, City Manager and City Planner.

A brief question and answer session followed. Ms. Wight said that there was a recommendation made at the last SWG meeting to rework the contract language. She stated that it had been discussed at the meeting with Chair Eichner and Mr. Boardman, but it was decided that it was impracticable to put additional requirements on the bid contractor. Chair Eichner said the idea was to put the responsibility on School Board staff to notify the Municipalities rather than changing the bid documents. Chair Eichner suggested that the process be re-evaluated in six months to see how it works. Mr. Boardman commented that currently, the School District has not been doing much construction work. Chair Eichner requested that the issue be placed on the next SWG agenda to update how the process has been working. She also stated that there was a recommendation at the Oversight Committee that once the procedure has been developed, that it may be added to the Interpretation Document. Matt Wood made a motion to accept the School Board Municipality Communications Model and recommend to the Oversight Committee that they review and incorporate it into the Interpretation Document. Sharon Williams seconded the motion, and the motion passed unanimously.

8.3 New Collocation Facilities

The Municipalities had no new collocation facilities to report.

8.4 Status – Broward County and Municipal Comprehensive Plans and Land Development Codes/Regulations

There were no additions or revisions to Attachment “D”.

8.5 Update on Broward County and Municipalities Evaluation and Appraisal Report

Glenn Amoruso said that the Broward County Evaluation and Appraisal Report (EAR) will be due in December 2013 but that the update would basically consist of a letter. He also stated that initially a presentation regarding the Broward County Traffic Analysis Zones (TAZ) and 2012 Municipal Forecasts had been placed on the SWG agenda based on requests from SWG members at the December 6, 2012 meeting. He advised that the TAZ Report and the 2012 Municipal Forecasts were completed by a consultant, Bill Leonard, and the County could not bring him back for a presentation. Therefore, the item had been taken off the March 7, 2013 SWG agenda. Mr. Amoruso said if there were any questions regarding the Reports to contact Henry Snizek or himself.

9. New Business

9.1 Municipal Approvals Pursuant to Section 8.2b of the Second Amended ILA

Ms. Wight advised that School District staff had received some Quarterly Reports which indicate that Municipalities have given approval to projects that have not been reviewed for concurrency by the District. She advised that this is a violation of Section 8.2b of the SILA. She stated that she had been in contact with those Municipalities; they advised that they would submit the project, but as of this date, Ms. Wight has not received the project from one city. Chair Eichner asked which city was in violation, and Ms. Wight answered that it was the City of Hollywood. Chair Eichner advised that she would contact Jaye Epstein, Director of Planning, for the City of Hollywood and report back to the SWG.

Ms. Wight advised that the legislative session started on March 5, 2013. She stated that there are two Growth Management Bills, House Bill 321 and a companion Senate Bill 1716 which would prohibit implementation of school and transportation concurrency until July 2016. Additionally, she said it

would prevent the collection of new or existing impact fees and is something that the School District would be opposed to because of the loss of revenue to the District.

10. Next Staff Working Group Meeting

10.1 June 6, 2013 (Regularly Scheduled Quarterly Meeting)

Chair Eichner advised that the next SWG meeting was scheduled for June 6, 2013, but asked the members if the meeting should be postponed until after the Portable Reduction Plan School Board Workshop. All members agreed that the meeting would be scheduled on the Thursday after the School Board Workshop in June 2013.

Brad Swing thanked the City of Plantation for hosting the SWG meeting. Discussions followed regarding the venue for the June 2013 meeting, and it was determined that the meeting would be scheduled at the Broward County Governmental Center located in downtown Fort Lauderdale.

11. Adjourn

Chair Eichner adjourned the meeting at 10.33 a.m.

Respectfully submitted by:


Shelley Eichner, Chair


Linda Houchins, Recording Secretary