



TOWN OF MELBOURNE BEACH

TOWN COMMISSION WORKSHOP

June 10, 2026

6:00 PM

AGENDA PACKET

Town of Melbourne Beach
TOWN COMMISSION WORKSHOP
Wednesday, June 10, 2026 @ 6:00 pm
COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE
AGENDA

Commission Members:

Mayor Alison Dennington
 Vice Mayor Terry Cronin
 Commissioner Anna Butler
 Commissioner Tim Reed
 Commissioner Sherri Quarrie

Staff Members:

Town Manager A. Marie Smith
 Interim Town Clerk Cyd Jones

1. Call to Order

2. Roll Call

3. Pledge of Allegiance, Moment of Silence, and Civility Pledge

The Commission and Staff of The Town of Melbourne Beach pledge to conduct all public discourse in a civil manner. The Mayor and all members of the Commission will treat one another with courtesy and respect and ask the public to do the same toward the Commission, each other, and toward Staff. We will be respectful of one another even when we disagree. We will direct all comments toward the issues. We will avoid personal attacks.

4. Public Comment

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda. Please remember to sign the sign-in sheet provided if you will be speaking at the meeting.

5. New Business

A. Discussion on Basin 10 stormwater – Town Manager A. Marie Smith

6. Adjournment

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, THE TOWN HEREBY ADVISES THE PUBLIC THAT: In order to appeal any decision made at this meeting, you will need a verbatim transcript of the proceedings. It will be your responsibility to ensure such a record is made. Such person must provide a method for recording the proceedings verbatim as the Town does not do so. In accordance with the Americans with Disability Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, at least 5 days prior to the meeting, contact the Office of the Town Clerk at (321) 724-5860 or Florida Relay System at 711.

Town Commission Workshop

Section: New Business
Meeting Date: June 10, 2026
From: Town Manager A. Marie Smith
RE: Discussion on Basin 10 stormwater

Background Information:

At the May Regular Town Commission Meeting, a workshop was requested with Haley Ward to discuss next steps in addressing stormwater issues in Basin 10. Attached is an estimate from Haley Ward to address Cherry Drive drainage improvements. Total cost for the work is \$49,760 with a project completion time of 60 days from notice to proceed.

In addition, David Baggett, Vice President at Haley Ward, was in town observing stormwater conditions during the most recent rainstorm on June 3, 2026 and took pictures of the water flow and drainage. Below are his observations.

“When that intense storm rolled through yesterday, I drove over to Basin 10. I stuck around during and after the storm. It was pretty enlightening and I can share more at the meeting if there are any questions. It was good to see some of the modeling we have done in action. On the rainfall data I pulled it was about 3” in an hour. That puts it somewhere close to a 10-year storm for a 1 hour event per NOAA data. Something we have about 10% chance of seeing in any given year. Not frequent but not impossible. Most of the intersections with drainage inlets had ponding across the road/intersection and above the drainage inlet curb/rims. Ponding did not approach any finished floors of homes but there was some ponding on driveways abutting the road. I also observed some areas where the ponding crested the crown of the road and was passing flows down to the next lower collection point – for example Orange and Cedar down to Cedar and Cherry, and Rosewood and Cherry down to Cedar and Cherry. This is something I mentioned during my presentation might be a factor during larger, more intense events when the inlets get overwhelmed – and we can look at adding this to the model. The upstream inlets were ponding first, then Cedar at a later part of the storm. This makes sense in terms of the flows being progressively passed downstream. I also noted it appeared there were some flows coming off the Rock Harbor/Grace Lutheran site to the north. That historically has been considered outside of Basin 10 but appears it could be contributing some drainage down to Orange St during larger storm events. Last, the small exfil system at Orange St and Oak St appears to reach capacity fairly quick and then flows were passed down Orange St. These are all things we can look into further with the next phase of improvements.

I should note, other roads in Melbourne, Indialantic, and Satellite Beach experiences similar ponding. That was an intense storm.

The good news was that once the storm ceased, the ponding came down in about 26 minutes. Very much in line with the model and provides some assurance that the system does not have any significant obstructions. If there was any significant blockages you might expect to see the water hanging around longer. But this is just purely surface level comparison to the model at this point.”

Recommendation:

Discuss Haley Ward’s proposal for design of drainage improvements to Basin 10.

Attachments:

- Basin 10 Drainage Improvements Proposal – Pages 5-8
- Screenshot of rainfall totals from Wednesday, June 3, 2026 – Page 9
- Photo of Cherry and Cedar during the storm – Page 10
- Photo of Cherry and Cedar 26 minutes post-storm – Page 11
- Photo of Orange and Oak post-storm – Page 12



June 5, 2026

A. Marie Smith, Town Manager
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, Florida 32951
townmanager@melbournebeachfl.org

Re: Town of Melbourne Beach – Basin 10, Cherry Drive Drainage Improvement

Dear Mrs. Smith,

Haley Ward is pleased to provide this proposal for design of drainage improvements within "Basin 10" of the Town of Melbourne Beach. The proposed improvements will consist of upsizing and/or adding of storm sewer piping between Oak Street and Rosewood Drive along Cherry Drive. The proposed improvement scope is based on previous drainage analysis performed by our firm and as reviewed and discussed with the Town Manager, Public Works Department, and Town Commission. The goal of the proposed improvements is to lower the hydraulic grade line and reduce existing flood stages, primarily at the intersections of Cedar Lane and Rosewood Drive. This scope of services also includes evaluating changing the existing curb inlet tops at the intersections of Cedar Lane and Rosewood to ditch bottom inlets and increase intake capacity. This scope of services includes typical civil engineering tasks associated with the proposed drainage improvement design and construction services. The improvements are not anticipated to require permitting from the St. Johns River Water Management District (SJRWMD). This scope of services assumes that additional topographic and boundary surveying is not required for design or proposed construction. This scope of services assumes that other professional services including geotechnical, landscaping, irrigation, and lighting are not required. This scope of services assumes that water and wastewater infrastructure modifications are not required. It is assumed the contractor will be responsible for furnishing as-built drawings and density tests of the proposed improvements upon construction completion for purposes of certifying the project to the Town. Should it be determined that any exclusions are required for design or construction of the project a separate proposal can be provided by our firm.



SCOPE OF SERVICES

Task 1 | Team & Agency Meetings/Coordination - CONSULTANT will attend periodic development meetings with the CLIENT, Team, and Governmental entities to discuss and progress the scope of the work. As required, the CONSULTANT will coordinate with the CLIENT and other professionals to collect and submit required documents to the various agencies.

LUMP SUM: \$2,600.00

Task 2 | Basin 10 Updated Drainage Model and Report – the CONSULTANT will prepare drainage calculations and modeling for submittal to the Town of Melbourne Beach. The existing Basin 10 Drainage Analysis will be utilized as a basis for updating calculations and evaluating the hydraulic grading line and flood stage improvements. The calculations and modeling will be provided to the Town in a technical report format.

LUMP SUM: \$9,500.00

Task 3 | Drainage Improvement Construction Plans - the CONSULTANT will design and prepare construction plans and “short-form” specifications (included with the construction plans) for the on-site paving, grading, drainage, and erosion control for the proposed project. The plans will include the following: cover sheet, stormwater pollution prevention, horizontal control, paving, grading, drainage, and short-form specifications. Substantially complete construction plans and will be submitted to the CLIENT and all comments will be incorporated into the final set of documents.

LUMP SUM: \$14,000.00

Task 4 | Engineer Estimate of Cost & Quantity – CONSULTANT will prepare an Engineer’s Estimate of Cost & Quantity for the construction of the civil aspects of the project. The estimate will be prepared as one complete document for the CLIENT’s budgeting purposes and provided in a spreadsheet format.

LUMP SUM: \$1,400.00

Task 5 | Project Bid Support - the CONSULTANT will assist the Town in developing a bid set and specifications for the project. This task includes addressing any questions posed by the bidders prior to us issuing the final construction set that will go to the selected contractor. This includes minor changes to the drawings.

TIME AN EXPENSE NOT TO EXCEED: \$4,160.00

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Task 6 | Storm Sewer System TV Camera Inspection (Optional) – the CONSULTANT will perform a TV camera inspection of the existing storm drain system within Basin 10. A video recording of the inspection will be provided to the Town. The inspections will be performed during daylight hours in eight (8) hour shifts, 7:00 AM to 4:00PM. Work is estimated to take four (4) days to complete.

LUMP SUM: \$9,900.00

Task 7 | Services During Construction (if requested) – the request of the Town, the CONSULTANT will perform periodic inspections of the construction activity for the purposes of observing the progress and quality of the work to verify that the work is in conformance with the construction drawings and specifications. This effort is directed toward providing the CLIENT with a greater degree of confidence that the completed project will conform to the requirements contained in the contract drawings, and will enable CONSULTANT to prepare construction certification of the completed. This task also includes the review of contractor submitted shop drawings, as-builts, and testing reports. No work beyond the estimated time and expense cost will be performed without the Client's prior approval.

TIME AN EXPENSE NOT TO EXCEED: \$6,250.00

Task 8 | Project Certification – the CONSULTANT will certify project completion to the Town of Melbourne Beach. The intent is to put the project in its operation phase and certify completion in accordance with the contract plans. This assumes the contractor will be responsible for providing an as-built drawing prepared by a licensed surveyor and density results provided by a licensed geotechnical engineer.

LUMP SUM: \$1,950.00

COMPENSATION

We propose to undertake the above Scope of Service for the **not to exceed project fee of \$49,760**. This fee includes labor and report preparation. Costs for this project will be invoiced monthly, based upon the work completed during the invoice period.

Lump sum fees shall be billed monthly on a percentage of completion basis. Time and materials (T&M) estimates shall be billed based on current standard rates. We will not exceed the T&M estimated fee without prior written or verbal authorization from Client. Lump sum fees may only be increased based on changes or additions to the proposed Scope of Services.



These costs do not include application fees, advertising fees, or other fees charged by the Municipal, State, or Federal agencies.

IMPLEMENTATION

Haley Ward is prepared to initiate work on this project upon receipt of a signed copy of this proposal. The estimate timeframe for completion of the project deliverables is 60 days from notice to proceed.

AUTHORIZATION

If this proposal is acceptable to you, please sign in the approval block and return a signed copy for our files. Haley Ward is prepared to initiate work on this project upon receipt of a signed copy of this proposal. Out of scope services will not be performed without your prior written approval. Furthermore, execution of this proposal is in accordance with the terms and conditions of the executed Continuing Contract for Professional Services for Civil, Utility, and Stormwater Engineering Services.

If you have any questions concerning this proposal or if additional services are needed, please contact either of the undersigned at (772) 462-2455. We appreciate this opportunity to be of service to you.

Sincerely,
Haley Ward, Inc.

David C. Baggett, P.E.
Vice President, Engineering Manager

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Enc.

Acceptance and Authorization to Proceed on behalf of "company":

Signature: _____ Billing Address: _____

Printed Name: _____ City/State/ZIP: _____

Date: _____ Email (Optional): _____

Phone: _____ Fax: _____







