



South Indian River Water Control District™

Established 1923

BOARD OF SUPERVISORS MEETING

February 15, 2018 – 7:00 p.m.
Jupiter High School – Media Room
500 N. Military Trail, Jupiter, FL 33458

BOARD MEETING AGENDA

1. Pledge of Allegiance
2. Consent Agenda
 - A. Approval of Minutes of Previous Meeting
 - B. Approval of Warrant List
3. Public Information Report
4. Treasurer's Report
5. Manager of Operations Report
 - A. Discussion Regarding Changes in Procurement Policy
6. Engineer's Report
7. Attorney's Report
8. Old business
9. New Business
10. Landowners' Items
11. Adjourn

A Florida Special District

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**DICK GRUENWALD
ASSOCIATES, LLC**

**TO: Board of Supervisors
SOUTH INDIAN RIVER WATER CONTROL DISTRICT**

**FROM: Dick Gruenwald Associates
DISTRICT PUBLIC INFORMATION SPECIALISTS**

SUBJECT: Monthly Report- February 2018

News releases/Notices were sent out to local newspapers and community publications:

- ❖ Monthly Meeting (*Feb. 15*) release

The following items were updated on the website:

- ❖ Monthly meeting (*Nov. 30*) minutes
- ❖ Meeting updates
- ❖ Newsletter – Annual Reports
- ❖ Landowners Family Day information
- ❖ Update 19th Plan of Improvements
- ❖ Culvert installation updates
- ❖ Petition Review Fee update
- ❖ February Meeting Agenda and staff reports

Attended Monthly Meeting (*Jan. 18*) and Staff Meeting (*Feb. 6*).

The 27th Annual Landowners Family Day is scheduled for March 17 from 11:30 am – 2:30 pm. The Tom Jackson Band has been secured and we continue getting quotes from the vendors and securing exhibitors for the event.

The next newsletter is in production which will include the invitation to Landowners Family Day, culvert installation updates, PBCE potable water notice, petition review fee implementation, and Mike Dillon and Matt Wood Special District Certified District Manager information.

The District office and staff are reviewing and updating the District's Policy & Procedures Manual. Initial revisions by staff to Chapters 1-6 and associated Appendices are currently being incorporated into the manual and a second review is being conducted by staff. The District Engineer is reviewing chapters 7-9. The Procurement policy is also being updated and will be incorporated into the manual.

We continue to work with Mr. Meyer and the Manager of Operations on a regular basis. We review and monitor print and online media for all SIRWCD related stories articles on roads, drainage and other issues of interest in Palm Beach County and Florida, as well as nationally, then prepare and distribute material to supervisors and members of the staff via PDF in e-mail.



To: Board of Supervisors
FROM: Charles F. Haas, Treasurer
RE: Treasurer's Report for the month of February 2018
CC: Staff
Date: February 11, 2018

Routine Business

1. The District received a total of \$4,167,443 in current assessments receipts from the Palm Beach County Tax Collector through January 2018.
2. We continue to work on the year end close in preparation of the audits commencement in February
3. Following the Board's direction we will be sending our report to the District's Public Information Officer for uploading to the web-site.

Board Consideration

1. The Board will be asked to approve the list of disbursements. (Sent under separate cover).

South Indian River Water Control District

Statement of Revenues and Expenditures

From 10/01/2017 to 1/31/2018

*All Governmental Funds
(In Whole Numbers)*

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Assessments - Net	3,732,581	3,961,843	229,262
Rents & Contracted Service Income	-	0	-
Investment Income	1,016	-	(1,016)
Other Income	12,000	29,642	17,642
Total Revenue:	3,745,597	3,991,485	245,888
Expenditures:			
Contracted Services	188,400	161,562	26,838
Operating Expense	706,400	737,369	(30,969)
Office & Landowner Expense	110	129	(19)
Capital Outlay	150,000	31,176	118,824
Other Debt Service	5,750	14,310	(8,560)
Total Expenditures:	1,296,405	1,059,425	236,980
Transfers, Financing & Capital Outlays			
Transfers in	(100,000)	-	100,000
Transfers out	(85,250)	-	85,250
Financings-Net	-	-	-
Total Transfers, Financing & Capital Outlays	(185,250)	-	185,250
Total Expenditures & Other Financing	1,481,655	1,059,425	51,730
Excess (Deficit) Revenues over (under) Expenditures and Other Financing Sources (Uses)	2,263,942	2,932,060	(668,118)
Beginning Fund Balance		6,465,745	
Ending Fund Balance		9,397,805	

South Indian River Water Control District

Statement of Revenues and Expenditures

From 10/01/2017 to 1/31/2018

Special Revenue Funds
(In Whole Numbers)

	<u>YTD Budget</u>	<u>Year to Date Actual</u>	<u>Budget Variance</u>
Revenue:			
Assessments - Net	2,106,328	1,911,022	(195,306)
Rents & Contracted Service	-	-	-
Investment Income	700	-	(700)
Other Income	12,000	8,308	(3,692)
Total Revenue:	<u>2,119,028</u>	<u>1,919,330</u>	<u>(199,698)</u>
Expenditures:			
Contracted Services	188,400	161,562	26,838
Operating Expense	706,400	737,369	(30,969)
Office & Landowner Expense	110	129	(19)
Total Expenditures:	<u>894,910</u>	<u>899,060</u>	<u>(4,150)</u>
Transfers, Financing & Capital Outlays			
Capital Outlays	-	-	-
Transfers out	(85,250)	-	(85,250)
Total Transfers, Financing & Capital Outlays	<u>(85,250)</u>	<u>-</u>	<u>(85,250)</u>
Total Expenditures & Other Financing	<u>980,160</u>	<u>899,060</u>	<u>81,100</u>
Excess (Deficit) Revenues over (under) Expenditures & Other Financing Sources (Uses)	<u>1,138,868</u>	<u>1,020,270</u>	<u>(118,598)</u>
Beginning Fund Balance		1,759,305	
Ending Fund Balance		<u>2,779,575</u>	

South Indian River Water Control District
Statement of Revenues and Expenditures

From 10/01/2017 to 1/31/2018

Debt Service Funds
(In Whole Numbers)

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Assessments - Net	1,626,253	2,050,821	424,568
Investment Income	66	-	(66)
Other Income	-	21,334	21,334
Total Revenue:	1,626,319	2,072,155	445,836
Expenditures:			
Interest Paid	245,745	114,879	130,866
Principal Paid	-	-	-
Other Debt Service	5,750	14,310	(8,560)
Total Expenditures:	251,495	129,189	122,306
Excess (Deficit) Revenues over (under) Expenditures	1,374,824	1,942,966	568,142
Beginning Fund Balance		2,013,775	
Ending Fund Balance		3,956,741	

South Indian River Water Control District
Statement of Revenues and Expenditures

From 10/01/2017 to 1/31/2018

Capital Projects Funds
(In Whole Numbers)

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Investment Income	250	-	(250)
Total Revenue:	250	-	(250)
Expenditures:			
Capital Outlay	150,000	31,176	118,824
Total Expenditures:	150,000	31,176	118,824
Transfers, Financing & Capital Outlays			
Transfers in	(100,000)	-	100,000
Total Transfers, Financing & Capital Outlays	(100,000)	-	100,000
Excess (Deficit) Revenues over (under) Expenditures	(249,750)	(31,176)	218,574
Beginning Fund Balance		2,692,665	
Ending Fund Balance		2,661,489	

South Indian River Water Control District
Statement of Revenues and Expenditures

From 10/01/2017 to 1/31/2018

*Internal Service (Maintenance) Fund
(In Whole Numbers)*

	YTD Budget	Year to Date Actual	Budget Variance
<hr/>			
Revenue:			
Charges for Services	661,800	709,383	47,583
Rents & Contracted Service	27,000	15,935	(11,065)
Investment Income	-	-	-
Other Income	-	9,217	9,217
Total Revenue:	<hr/> 688,800	<hr/> 734,535	<hr/> 45,735
Expenditures:			
Personal Services	374,600	368,071	6,529
Contracted Services	70,200	39,603	30,597
Operating Expense	135,200	78,211	56,989
Office & Landowner Expense	8,300	5,967	2,333
Insurance	16,500	13,683	2,817
Total Expenditures:	<hr/> 604,800	<hr/> 505,535	<hr/> 99,265
Transfers, Financing & Capital Outlays			
Capital Outlays	-	62,115	(62,115)
Transfers out	229,000	229,000	-
Total Transfers, Financing & Capital Outlays	<hr/> 229,000	<hr/> 291,115	<hr/> (62,115)
Excess (Deficit) Revenues over (under) Expenditures & Transfers	<hr/> (145,000)	<hr/> (62,115)	<hr/> 82,885
Beginning Fund Balance		<hr/> 1,074,842	
Ending Fund Balance		<hr/> <hr/> 1,012,727	



South Indian River Water Control District™

Established 1923

MEMORANDUM

TO: Board of Supervisors
FROM: Manager of Operations
SUBJECT: Manager's Report for January 12, 2018 to February 9, 2018
DATE: February 9, 2018

ADMINISTRATIVE

1. Conducted monthly review of District canals with aquatic weed spray contractor.
2. On-site meetings and phone conversations with Landowners regarding drainage, road conditions, and driveway culvert installations.
3. Attended Staff meeting.
4. Attended Loxahatchee River Management Coordinating Council meeting at Jupiter Community Center.
5. Attended Loxahatchee River Preservation Initiative meeting a Town of Jupiter Operations Center.
6. Attended Loxahatchee Lake Worth Aquatic Preserve Management meeting at the Jupiter Community Center.
7. Received \$2,645.00 from Verizon for monthly cell tower lease.
8. Received bids for Hurricane related debris removal on District Canals (FEMA),
9. Submitted documents for reimbursement from FEMA for Hurricane Irma related projects.
10. Reviewed District's Procurement Policy of Goods and Services Contracts (10.3) with Staff. Will request Board approval for changes in Purchasing Categories (10.31).

MEMORANDUM

To: Board of Supervisors

Date: February 9, 2018


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WATER CONTROL

1. Received 1.36 inches of rain this reporting period.
2. Prepped swales for one culvert installation; inspected three culverts and District crews installed three temporary culverts and 15 driveway culverts.
3. Terra Tech continues canal spraying for aquatic weed control.
4. Crews continue to replace District drainage culverts at various locations.
5. Drainage outfalls and swales continue to be re-contoured throughout the District.
6. Community Tree, Inc. completes vegetation removal at drainage outfalls in Palm Beach Country Estates.

ROAD MAINTENANCE.

1. Lake Point Restoration hauled 186 tons of shellrock to District yard.
2. K & L Trucking hauled 162 yards of shell/marl to District yard.
3. District hauled 700 yards of material from Jupiter Inlet District.
4. Received bids for micro and asphalt overlay on existing OGEM roads in Jupiter Farms.



Michael A. Dillon
Manager of Operations

To South Indian River Water Control District (SIRWCD)
Board of Supervisors Pages 3

CC

Subject Engineer's Report for February

From Amy E. Eason, PE, District Engineer

Board Meeting
Date February 15, 2018

The following is a summary of activities and communications that were of significance during the month of February. Updated information is presented in **bold**:

I. CURRENT CAPITAL IMPROVEMENTS AND OTHER DISTRICT PROJECTS

- A. Pursuant to Board direction after petitioners met the minimum requirements, staff prepared a referendum for the landowner proposed project that was mailed October 17, 2016 with the request that the landowners submit their response to the District by December 9, 2016. On December 14, 2016 and on April 14, 2017, staff received the certification from the Supervisor of Elections on the results of the referendum. The majority of the landowners on the following roadways were "in favor" of the proposed project for asphalt in Palm Beach Country Estates (approximately 2.3 miles):

- 76th Trail N between 160th Lane N and 162nd Court N
- 76th Trail N. between 163rd Court N. and 165th Street N.
- 78th Drive N. between 165th Street N. and 167th Court N.
- 154th Court N. between 75th Avenue N. and 81st Terrace N.
- 159th Court N. between 78th Drive N. and 83rd Way N.
- 160th Street N. between 72nd Drive N. and 75th Avenue N. and 72nd Drive N. from 160th Street N. to 160th Lane N.
- 175th Road N. between Jupiter Farms Road and West End

At the February 2017 Board Meeting, staff receive approval to prepare the 19th Plan of Improvements. A public hearing for the filing of the resolution to consider approval of an amendment to its current water control plan to include this project was held on May 18, 2017, and the board approved the preparation of the Engineer's Report and draft Plan of Improvement. The Engineer's Report was filed on May 26, 2017. On June 29, 2017, a final hearing was held, and the Engineer's Report and proposed water control plan amendment was approved. Staff submitted the amendment to South Florida Water Management District (SFWMD), and SFWMD has approved the amendment. Staff has re-graded the existing swales, checked existing pipes, and replaced pipes. Surveying has been completed and engineering design has begun. Staff is prepared to update the Board at this month's meeting.

- B. **Staff has updated the current petition form for roadway improvements per the board's direction at the January board meeting. On February 1, 2018, staff**

prepared exhibits for landowner requests for petitions on several roadways. Staff will continue to update the Board on this item as petitions are submitted.

II. OPERATION AND MAINTENANCE

- A. **The National Pollutant Discharge Elimination System (NPDES) Steering Committee met on January 17, 2018. The meeting consisted on administrative activities and updates on public outreach, 1st Year Individual Annual Reports, and the 2018 Program Schedule. The Steering Committee also reviewed the budget. The Florida Department of Environmental Protection (FDEP) has not sent comments on the Water Quality Assessment Reports. Stakeholders were asked to review information on the website on Annual Report, Cycle 4, Year 1, Pollutant Loading Analysis. The committee also notified stakeholders that the FDEP audits should occur the first week of June.**
- B. Staff has been actively involved in a sub team for modeling for the Loxahatchee River Water Restoration Plan. Staff has been meeting with the Army Corp of Engineers (ACOE) and South Florida Water Management District (SFWMD) to clarify the operational protocols of South Indian River Water Management District. Efforts on the sub team include confirming assumptions in the model and aiding in the planning effort.

In addition, a meeting was held March 30, 2016 of the Project Delivery Team. At this meeting the group reviewed 13 project alternatives and ranked the projects to reduce the number of projects that will undergo further analysis. A subsequent meeting was held on April 5, 2016 to reduce the number of alternatives to 5 alternatives. The alternatives include a variety of projects to help the Loxahatchee River to meet its goals for minimum flow and restoration.

Staff has been attending the Engineering and Modeling Task subcommittee meetings to ensure that the operational protocols are being implemented for the District. SFWMD and the ACOE have been working on updating the model with the different scenarios and updating the cost estimates of proposed regional projects for the cost feasibility analysis. These updates are being prepared for the Project Implementation Report (PIR) as part of the ACOE process. The ACOE has posted some of the preliminary results of the modeling and staff has been reviewing and meeting with both SFWMD and ACOE on the modeling and flood protection sub teams. A draft calibration report of the modeling effort has been provided for review and comment along with the results of the alternative analysis. Comments for the draft calibration report were due on May 12, 2017. Based on the initial review of the modeling, the model is being re-conceptualized to ensure that the proper inputs are in the model.

The calibration model has been updated and staff has been reviewing the latest results as it relates to the District. Different alternative plans have also been updated and the models are being executed to determine the results of different components. The modeling group plans on meeting with the flood control group to discuss the results and assumptions to the models. Staff will continue to participate in these sub teams on behalf of the District.

- C. The Loxahatchee River Management Coordinating Council (LRMCC) is initiating the process with the Florida Department of Environmental Protection (FDEP) to prepare a Reasonable Assurance plan (RAP) in lieu of a TMDL and Basin Area Management

Plan (BMAP) for the impaired WBIDs within the Loxahatchee River watershed. Staff attended a committee meeting to review the modeling efforts for the development of the RAP on May 23, 2017. FDEP and stakeholders discussed the model, and staff subsequently requested for more details on the model inputs and results. As a result of the committee meeting, stakeholders attended another meeting on June 7, 2017 to discuss RAP options.

At the August 24, 2017 LRMCC Meeting, the RAP was discussed. The committee went over different alternatives for the RAP and concluded that another meeting was needed before determining the direction for the RAP. The next meeting was held on October 30, 2017. Further discussion occurred over the pollutant loading simulation model (PLSM) and whether the group wants to use the model in the RAP. The group discussed hiring an outside consultant to evaluate the PLSM model and conduct a separate model. FDEP held another meeting concerning the water body identification number (WBID) boundaries on November 15, 2017. Stakeholders met on December 4, 2017 to discuss options on hiring an outside consultant and FDEP held a web meeting December 12, 2017 to discuss the PLSM model.

On January 29, 2018, FDEP discussed options for the RAP. After much discussion and a presentation on load reductions, the council decided to move forward with the use of the PLSM model and develop a RAP. Staff will continue to participate in meetings and committees on this subject and will update the Board as items occur.

- D. At the October 19, 2017 board meeting, the Board brought up their concern with the filling of residential lots within the District and Palm Beach County's role in regulating the filling of lots. As a result, staff was asked to research the issue to determine Palm Beach County's existing roll and determine the District's next step in addressing the issue. Staff has examined existing County regulations and has discussed the issue with County staff. Staff met with the County staff on November 29, 2017, a day before the last meeting, to discuss current policies and options for developing an ordinance to address the issue. As discussed at the November board meeting, the County is proposing a fill permit process to aid in regulating filling of lots. Staff is in contact with the County to discuss progress. Staff will continue to update the Board as items occur.
- E. On December 12, 2017, staff met with FEMA to discuss funding from their public assistance program for the debris removal activities on the canal banks as a result of Hurricane Irma. Staff received an initial estimate for the project, but advertised to bid the project on January 9, 2018 in order to meet FEMA's contracting requirements. **Bids were received on February 2, 2018. The contract was awarded to Eden's Construction. Staff is prepared to update the Board at this month's meeting.**
- F. Staff has been working together to update the Policy and Procedure Manual. Staff provided comments on Chapters 1, 2, 3, 5, and 6 and is proceeding to Chapters 7 thru 9. As part of the new roadway improvement policy, staff updated the petition for issuance in February. Staff will continue to work on this effort.
- G. Staff continues to monitor and participate in the activities of the Loxahatchee River Ecosystem Management Committee, the Loxahatchee River Initiative, and the Loxahatchee River Management Coordinating Council.



- H. We continue to receive, review, and comment on various permit applications for projects to be constructed within the District.
- I. We continue to provide engineering assistance to the General Manager, as needed, on operation and maintenance items, as well as landowner requests, utility requests, and inquiries from other governmental entities on issues that involve engineering support.

Should you have any questions or comments, please feel free to contact me for more detailed information on any of the above subjects.