



South Indian River Water Control District™

Established 1923

BOARD OF SUPERVISORS MEETING

January 18, 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
6. Engineer's Report
 - A. FEMA Debris Removal
7. Attorney's Report
8. Old business
9. New Business
10. Landowners' Items
11. Adjourn



**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- January 2018

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

- ❖ Monthly Meeting (*Jan. 18*) release

The following items were updated on the website:

- ❖ Monthly meeting (*Oct. 19*) minutes
- ❖ Meeting updates
- ❖ Manager of Operations article – stormwater, swales and excessive rainfall, rainfall statistics
- ❖ Update Election swearing in/officers
- ❖ Update 19th Plan of Improvements
- ❖ Update PBCE Potable Water
- ❖ January Meeting Agenda and staff reports

Attended Monthly Meeting (*Nov. 30*) and Staff Meeting (*Jan. 8*).

The Annual newsletter has been printed and mailed to all landowners. It includes the MOP and Engineers Annual Reports, 19th Plan of Improvements update, Election results, Palm Beach County Estates Potable Water update, Stormwater and Swales information, and Annual Landowners Family Day notice.

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 January 2018
CC: Staff
Date: January 11, 2018

Routine Business

1. The District received a total of \$4,004,463 in current assessments receipts from the Palm Beach County Tax Collector through December 31, 2017.
2. We continue to work on the year end close in preparation of the audits commencement in January.
3. There are number of debt payments due on February 1st. while we have not received the invoices from Regions Bank the schedule amounts are presented as an attachment. The note payments frequently differ from the scheduled amounts because the bank gives us an interest credit for paying the amount due a few days earlier than the actual due date.

While the semi-annual interest on the bond is \$180,812.50, we will be sending the trustee the full year's debt service of \$1,101,625.000.00. They will invest it in securities that will mature on the payment dates of February 1st and August 1st.

4. 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

Schedule of Debt Service Payments due February 1, 2018

Bonds						
Trustee	Name			Interest	Principal	Total
Regions Bank Trustee	2015 Water Distribution Bonds			180,812.50		180,812.50
Notes						
Bank	Loan Obligor #	Loan #	Name	Interest	Principal	Total
Regions Bank	2560001162	xxxx9001	2007 OGEM Road	39,972.26		39,972.26
Regions Bank	2560001162	xxxx9073	2009 Hookup Financing Program	26,906.85		26,906.85
Regions Bank	2560001162	xxxx4968	2011 Road Improvement	25,560.61		25,560.61
Regions Bank	2560001162	xxxx3205	2016 Road Improvement	22,768.02		22,768.02
				115,207.74		115,207.74

South Indian River Water Control District
Statement of Revenues and Expenditures
From 10/01/2017 to 12/31/2017

*All Governmental Funds
(In Whole Numbers)*

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Assessments - Net	3,533,327	3,805,281	271,954
Rents & Contracted Service Income	-	0	-
Investment Income	721	-	(721)
Other Income	12,000	29,642	17,642
Total Revenue:	3,546,048	3,834,923	288,875
Expenditures:			
Contracted Services	144,600	89,759	54,841
Operating Expense	537,825	191,355	346,470
Office & Landowner Expense	80	82	(2)
Capital Outlay	150,000	15,400	134,600
Other Debt Service	4,750	10,359	(5,609)
Total Expenditures:	837,255	306,955	530,300
Transfers, Financing & Capital Outlays			
Transfers in	220,500	-	(220,500)
Transfers out	(85,250)	-	85,250
Financings-Net	-	-	-
Total Transfers, Financing & Capital Outlays	135,250	-	(135,250)
Total Expenditures & Other Financing	702,005	306,955	665,550
Excess (Deficit) Revenues over (under) Expenditures and Other Financing Sources (Uses)	2,844,043	3,527,968	(683,925)
Beginning Fund Balance		6,465,745	
Ending Fund Balance		9,993,713	

South Indian River Water Control District

Statement of Revenues and Expenditures

From 10/01/2017 to 12/31/2017

Special Revenue Funds
(In Whole Numbers)

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Assessments - Net	2,013,477	1,834,910	(178,567)
Rents & Contracted Service	-	-	-
Investment Income	525	-	(525)
Other Income	12,000	8,308	(3,692)
Total Revenue:	2,026,002	1,843,218	(182,784)
Expenditures:			
Contracted Services	144,600	89,759	54,841
Operating Expense	537,825	191,355	346,470
Office & Landowner Expense	80	82	(2)
Total Expenditures:	682,505	281,196	401,309
Transfers, Financing & Capital Outlays			
Capital Outlays	-	-	-
Transfers out	(85,250)	-	(85,250)
Total Transfers, Financing & Capital Outlays	(85,250)	-	(85,250)
Total Expenditures & Other Financing	767,755	281,196	486,559
Excess (Deficit) Revenues over (under) Expenditures & Other Financing Sources (Uses)	1,258,247	1,562,022	303,775
Beginning Fund Balance		1,759,305	
Ending Fund Balance		3,321,327	

South Indian River Water Control District
Statement of Revenues and Expenditures

From 10/01/2017 to 12/31/2017

Debt Service Funds
(In Whole Numbers)

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Assessments - Net	1,519,850	1,970,371	450,521
Investment Income	21	-	(21)
Other Income	-	21,334	21,334
Total Revenue:	1,519,871	1,991,705	471,834
Expenditures:			
Principal Paid	-	-	-
Interest Paid	-	-	-
Other Debt Service	4,750	10,359	(5,609)
Total Expenditures:	4,750	10,359	(5,609)
Excess (Deficit) Revenues over (under) Expenditures	1,515,121	1,981,346	466,225
Beginning Fund Balance		2,013,775	
Ending Fund Balance		3,995,121	

South Indian River Water Control District
Statement of Revenues and Expenditures

From 10/01/2017 to 12/31/2017

Capital Projects Funds
(In Whole Numbers)

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Investment Income	175	-	(175)
Total Revenue:	175	-	(175)
Expenditures:			
Capital Outlay	150,000	15,400	134,600
Total Expenditures:	150,000	15,400	134,600
Transfers, Financing & Capital Outlays			
Transfers in	220,500	-	(220,500)
Total Transfers, Financing & Capital Outlays	220,500	-	(220,500)
Excess (Deficit) Revenues over (under) Expenditures	70,675	(15,400)	(86,075)
Beginning Fund Balance		2,692,665	
Ending Fund Balance		2,677,265	

South Indian River Water Control District
Statement of Revenues and Expenditures

From 10/01/2017 to 12/31/2017

Internal Service (Maintenance) Fund
(In Whole Numbers)

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Charges for Services	495,350	558,677	63,327
Rents & Contracted Service	13,500	15,935	2,435
Investment Income	-	-	-
Other Income	-	9,217	9,217
Total Revenue:	508,850	583,829	74,979
Expenditures:			
Personal Services	291,550	285,988	5,562
Contracted Services	50,500	23,804	26,696
Operating Expense	102,450	64,398	38,052
Office & Landowner Expense	6,500	4,303	2,197
Insurance	12,350	10,400	1,950
Total Expenditures:	463,350	388,893	74,457
Transfers, Financing & Capital Outlays			
Capital Outlays	-	51,115	(51,115)
Transfers out	165,000	-	165,000
Total Transfers, Financing & Capital Outlays	165,000	51,115	113,885
Excess (Deficit) Revenues over (under) Expenditures & Transfers	(119,500)	143,821	263,321
Beginning Fund Balance		1,074,842	
Ending Fund Balance		1,218,663	
Designated for Equipment Replacement		231,234	
Net investment in equipment		843,608	
Undesignated		143,821	
Total Fund Balance		1,218,663	



South Indian River Water Control District™

Established 1923

MEMORANDUM

TO: Board of Supervisors
FROM: Manager of Operations
SUBJECT: Manager's Report for November 24, 2017 to January 11, 2018
DATE: January 11, 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 Safety Council of Palm Beach County Board meeting where I was appointed as President for the upcoming year.
5. Attended kick-off meeting with District Engineer and FEMA representatives regarding Hurricane Irma damage.
6. Received \$2,645.00 from Verizon for monthly cell tower lease.
7. Received a 1st and 2nd place trophy for participation in the Jupiter Farms Christmas Parade.
8. Sent eight certified letters to residents regarding a culvert install or replacement. To date only one has responded to schedule their culvert installation. Left 14 door hangers regarding culvert replacement or rip rap install. Three have been completed. Six are waiting to be scheduled. Five have not responded.
9. Superintendent, Matt Wood, is accepted into the Florida Association of Special Districts Certified District Manager Program with a full scholarship.
10. Purchased a 2018 F150 STX to replace the 2008 F150.
11. The 1990 F250 was declared surplus and sold.
12. Conducted District employee safety meeting.

A Florida Special District

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MEMORANDUM

To: Board of Supervisors

Date: January 11, 2018

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ADMINISTRATIVE cont.

13. Traded in the Kubota U25 for the purchase of a new Kubota U35.
14. Attended the Palm Beach Country Estates landowner meeting.
15. The John Deere 670G grader is out of service due to engine failure.

WATER CONTROL

1. Mowing schedule is returning to normal after hurricane debris removal
2. Received 4.6 inches of rain this reporting period.
3. Prepped swales for two culvert installations, inspected seven culverts and District crews installed four temporary culverts and 25 driveway culverts.
4. Terra Tech continues canal spraying for aquatic weed control.
5. Crews continue to replace District drainage culverts at various locations.
6. Drainage outfalls and swales continue to be re-contoured throughout the District.
7. Community Tree, Inc. begins vegetation removal at drainage outfalls in Palm Beach Country Estates.
8. Crews complete swale re-contouring and culvert replacements for the 19th Plan of Improvements.

ROAD MAINTENANCE.

1. Lake Point Restoration hauled 587 tons of shellrock to District yard.
2. Road grading operations returning to normal schedule.


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 January

From Amy E. Eason, PE, District Engineer

Board Meeting
Date January 18, 2018

The following is a summary of activities and communications that were of significance during the months of December and January. 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 has 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.

II. OPERATION AND MAINTENANCE

- A. The National Pollutant Discharge Elimination System (NPDES) Steering Committee has not met since the last report. The next scheduled meeting is on January 17, 2018.
- 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. The next meeting is expected January 29, 2018 to discuss options.** 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 has advertised to bid the project on January 9, 2018 in order to meet FEMA's contracting requirements. 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 has been updating 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.