



South Indian River Water Control District™

Established 1923

BOARD OF SUPERVISORS MEETING

May 17, 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
 - A. Attended Presentation of Certificate to William Dean
4. Treasurer's Report
5. Manager of Operations Report
6. Engineer's Report
 - A. 19th Plan of Improvement Bids
 - B. Upcoming Landowner project
 - C. NRCS Agreement
7. Attorney's Report
8. Old business
 - A. Update on Policies and Procedures Manual
 - B. Discussion of Straw Poll Regarding Enhanced Swale Maintenance in Palm Beach Country Estates
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- May 2018

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

- ❖ Monthly Meeting (*May 17*) release
- ❖ William Dean Easement Deed certificate of appreciation release and photo

The following items were updated or added to the website:

- ❖ Monthly meeting (*Mar. 15*) minutes
- ❖ Meeting updates
- ❖ William Dean Easement Deed certificate of appreciation release and photo
- ❖ 19th Plan of Improvement updates
- ❖ May Meeting agenda and staff reports

Attended Monthly Meeting (*Apr. 19*) and Staff Meeting (*May 7*).

Met with Mr. Dillon, Mr. Hinkle and Mr. Dean regarding the Sandy Run Easement Deed and took pictures of certificate presentation for the newsletter, website and release.

The next newsletter has been started and will include updates on the 19th Plan of Improvements, Presentation of Certificate of Appreciation to Mr. Dean, Landowners Family Day, NPDES information and final notice on PBCE potable water hookup deadline.

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 May 2018
CC: Staff
Date: May 17, 2018

Routine Business

1. The District received a total of \$4,663,011 in current assessments receipts from the Palm Beach County Tax Collector through April 30, 2018.
2. The District's auditors, Grau & Associates, issued their report year ending September 30, 2017 on April 23, 2018. Electronic copies were furnished to each board member and staff. The auditors issued a "Clean Opinion" with no management letter comments.
3. We have been working with Regions Bank on funding for the 19th POI and expect to have a proposal for consideration at the Board meeting.
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).
2. The Board will be requested to note the receipt of the audit report in the minutes of the May 19th meeting.



South Indian River Water Control District™

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MEMORANDUM

TO: Board of Supervisors
FROM: Manager of Operations
SUBJECT: Manager's Report for April 14, 2018 through May 11, 2018
DATE: May 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 Loxahatchee River Management Coordinating Council meeting.
5. Hired Steve Sears as a Level 3 operator.
6. Attended Jupiter Farms Residents meeting.
7. Presented Certificate of Appreciation to William Dean Homes for cooperating with the District by dedicating a drainage easement off Sandy Run which will help create a new outfall drainage system.
8. Receiving bids for a new skid steer to be used in the District's driveway culvert replacement program. (*See attached memo.*)
9. Received \$2,645 for monthly Verizon cell tower lease.
10. Receiving bids for canal restoration work related to Hurricane Irma (NRCS).
11. Meeting with Palm Beach County to review Landfill Requirements.

A Florida Special District

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MEMORANDUM

To: Board of Supervisors

Date: May 11, 2018

Page 2

WATER CONTROL

1. Received 3.35 inches of rain this reporting period.
2. Inspected three culverts and District crews installed 15 driveway culverts.
3. Terra Tech continues canal spraying for aquatic weed control.
4. Crews are replacing outfall drainage culverts along Canal D in Palm Beach Country Estates.
5. Drainage outfalls and swales continue to be re-contoured throughout the District.

ROAD MAINTENANCE.

1. Lake Point Restoration hauled 203 tons of shellrock to District yard.
2. K & L Trucking hauled 180 yards of shell/marl to District yard.



Michael A. Dillon
Manager of Operations

Memorandum

To: Board of Supervisors

Subject: Purchase of New Kubota Skid Steer

Date: May 11, 2018

I will be asking to Board to approve the purchase of a New Kubota SVL95-2SHFC Skid Steer. With the success of the Culvert Program and the amount of landowners who are on the waiting list, I have decided to create a crew specifically for this program. With the addition of operator Steve Sears, who has experience in culvert installation and is a level 3 operator, the purchase of the skid steer would enhance this operation. Below are the quotes I received from Kubota and John Deere;

Kubota \$66,181.00

John Deere \$73,141.75

Please contact me if you have any questions,

Mike

South Indian River Water Control District

Statement of Revenues and Expenditures

From 10/01/2017 to 4/30/2018

*All Governmental Funds
(In Whole Numbers)*

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Assessments - Net	4,265,693	4,446,920	181,227
Investment Income	1,743	1,198	(545)
Other Income	12,000	90,901	78,901
Total Revenue:	4,279,436	4,539,019	259,583
Expenditures:			
Contracted Services	319,800	365,698	(45,898)
Operating Expense	1,212,125	1,225,116	(12,991)
Office & Landowner Expense	200	248	(48)
Capital Outlay	150,000	157,883	(7,883)
Principal Paid	31,931	31,930	1
Interest Paid	258,926	298,820	(39,894)
Other Debt Service	8,000	19,400	(11,400)
Total Expenditures:	1,980,982	2,099,095	(118,113)
Transfers, Financing & Capital Outlays			
Transfers in	(185,250)	(185,250)	-
Transfers out	85,250	85,250	-
Other Financing Sources- Landowner Prepayments	-	(73,425)	(73,425)
Total Transfers, Financing & Capital Outlays	(100,000)	(173,425)	(73,425)
Total Expenditures & Other Financing	1,880,982	1,925,670	(44,688)
Excess (Deficit) Revenues over (under) Expenditures and Other Financing Sources (Uses)	2,398,454	2,613,349	(214,895)
Beginning Fund Balance		3,285,414	
Ending Fund Balance		5,898,763	

South Indian River Water Control District

Statement of Revenues and Expenditures

From 10/01/2017 to 4/30/2018

Special Revenue Funds
(In Whole Numbers)

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Assessments - Net	2,410,557	2,270,640	(139,917)
Investment Income	1,225	653	(572)
Other Income	12,000	34,011	22,011
Total Revenue:	2,423,782	2,305,304	(118,478)
Expenditures:			
Contracted Services	319,800	365,698	(45,898)
Operating Expense	1,212,125	1,225,116	(12,991)
Office & Landowner Expense	200	248	(48)
Total Expenditures:	1,532,125	1,591,062	(58,937)
Transfers, Financing & Capital Outlays			
Transfers out	85,250	85,250	-
Total Transfers, Financing & Capital Outlays	85,250	85,250	-
Total Expenditures & Other Financing	1,617,375	1,676,312	(58,937)
Excess (Deficit) Revenues over (under) Expenditures & Other Financing Sources (Uses)	806,407	628,992	(177,415)
Beginning Fund Balance		1,165,137	
Ending Fund Balance		1,794,129	

South Indian River Water Control District
Statement of Revenues and Expenditures

From 10/01/2017 to 4/30/2018

Debt Service Funds
(In Whole Numbers)

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Assessments - Net	1,855,136	2,176,280	321,144
Investment Income	93	545	452
Other Income	-	56,890	56,890
Total Revenue:	1,855,229	2,233,715	378,486
Expenditures:			
Principal Paid	31,931	31,930	1
Interest Paid	258,926	298,820	(39,894)
Other Debt Service	8,000	19,400	(11,400)
Total Expenditures:	298,857	350,150	(51,293)
Transfers, Financing & Capital Outlays			
Other Financing Sources- Landowner Prepayments	-	(73,425)	
Total Expenditures & Other Financing	298,857	276,725	(51,293)
Excess (Deficit) Revenues over (under) Expenditures & Other Financing Sources (Uses)			
	1,556,372	1,956,990	429,779
Beginning Fund Balance		1,312,203	
Ending Fund Balance		3,269,193	

South Indian River Water Control District
Statement of Revenues and Expenditures

From 10/01/2017 to 4/30/2018

Capital Projects Funds
(In Whole Numbers)

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Investment Income	425	-	(425)
Total Revenue:	425	-	(425)
Expenditures:			
Capital Outlay	150,000	157,883	(7,883)
Total Expenditures:	150,000	157,883	(7,883)
Transfers, Financing & Capital Outlays			
Transfers in	(185,250)	(185,250)	-
Total Transfers, Financing & Capital Outlays	(185,250)	(185,250)	-
Total Expenditures & Other Financing	(35,250)	(27,367)	(7,883)
Excess (Deficit) Revenues over (under) Expenditures	35,675	27,367	7,458
Beginning Fund Balance		808,074	
Ending Fund Balance		835,441	

South Indian River Water Control District
Statement of Revenues and Expenditures

From 10/01/2017 to 4/30/2018

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

	YTD Budget	Year to Date Actual	Budget Variance
Revenue:			
Charges for Services	1,157,150	1,140,808	(16,342)
Rents & Contracted Service	40,500	39,870	(630)
Investment Income	(50)	(11)	39
Other Income	-	13,037	13,037
Total Revenue:	1,197,600	1,193,704	(3,896)
Expenditures:			
Personal Services	622,800	613,429	9,371
Contracted Services	111,650	81,950	29,700
Operating Expense	217,650	276,663	(59,013)
Office & Landowner Expense	13,400	10,828	2,572
Insurance	28,850	24,113	4,737
Total Expenditures:	994,350	1,006,983	(12,633)
Transfers, Financing & Capital Outlays			
Capital Outlays	-	86,721	(86,721)
Transfers out	100,000	100,000	-
Total Transfers, Financing & Capital Outlays	100,000	186,721	(86,721)
Total Expenditures & Other Financing	1,094,350	1,193,704	(99,354)
Excess (Deficit) Revenues over (under) Expenditures & Transfers	103,250	-	95,458
Beginning Fund Balance		1,074,842	
Ending Fund Balance		1,074,842	



Memorandum

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To South Indian River Water Control District (SIRWCD)
Board of Supervisors Pages 4

CC

Subject Engineer's Report for May

From Amy E. Eason, PE, District Engineer

Board Meeting
Date May 17, 2018

The following is a summary of activities and communications that were of significance during the month of May. 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 and engineering design has been completed. The project was advertised to bid on April 15, 2018 with bids submitted by potential contractors on May 15, 2018. **Bids were received on May 15, 2018 and staff is prepared to update the Board at this month's meeting and request Board direction.**



- B. On February 22, 2018, the District received a petition for an enhanced stabilization project. The following petition was received and verified to meet the over 50% requirement to submit for petition and to process for referendum:

- 74th Avenue N. between 150 Court N. and 154th Court N. for asphalt

No other petitions were submitted this past month. **The deadline for accepting valid petitions ended on April 30, 2018. Staff is prepared to update the board at this month's meeting and request Board direction on this petition.**

II. OPERATION AND MAINTENANCE

- A. **The National Pollutant Discharge Elimination System (NPDES) Steering Committee met on April 18, 2018. At this meeting, the committee discussed updates on administrative activities, the Cycle 4, Year 1-Joint Annual Report, and the assessment program. Their next meeting is scheduled for June 6, 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 **were** executed to determine the results of different components.

A Project Delivery Team (PDT) Meeting was held on May 9, 2018. At this meeting, an overview of the modeling results was given. The ACOE along with SFWMD also presented the evaluation process towards the Tentative Selected

Plan (TSP), benefit analysis, cost estimates for the alternatives, and the evaluation process toward a TSP recommendation. Staff is prepared to update the board at this month's meeting.

- 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.

On February 21, 2018, FDEP held a workshop on the PLSM model. The meeting discussed the model inputs, the project list, and the project credits. FDEP forwarded information to staff for review concerning planned projects. The deadline for comments was April 13, 2018. 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. On March 22, 2018, Palm Beach County provided staff with a draft permit policy and procedure manual concerning this issue. Staff has reviewed the item and has been in contact with the County to discuss progress. **On May 11, 2018, staff met with County staff to discuss comments to the policy. Staff is prepared to update the Board on this item.**
- 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. Construction has been completed and staff has prepared the close out documents for FEMA submittal.

Staff has also received notification from the Natural Resource Conservation Service (NRCS) concerning our application submitted in October 2017. The NRCS has funds available to cover items that the FEMA funds could not reimburse. A meeting was held April 12, 2018 to discuss project sites and funding. **Staff has been contacting contractors to construct the project and has received preliminary information on the agreement between the District and NRCS. Staff is prepared to update the Board at this month's meeting.**

- F. **At the April 19, 2018 meeting, staff was directed to begin a section analysis on Section 7. Staff has been working on determining SIRWCD easements and has contacted a surveyor to begin survey work on this section. Staff is prepared to update the Board at this month's meeting.**
- G. 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.
- H. At the February meeting, staff was directed to evaluate the District and provide feedback concerning the purchase of land for water quantity and water quality benefits. As part of this analysis, staff is to prepare a cost benefit analysis for the District to consider. Staff is working on an analysis and preparing a possible proposed plan to cover these types of projects.
- I. 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.
- J. We continue to receive, review, and comment on various permit applications for projects to be constructed within the District.
- K. 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.