



South Indian River Water Control District™

Established 1923

A Florida Special District

15600 Jupiter Farms Road • Jupiter, Florida 33478-9399 • (561) 747-0550 • Fax (561) 747-9182

www.sirwcd.org

sirwcd@sirwcd.org

BOARD OF SUPERVISORS MEETING

January 20, 2022 – 6:00 pm

District Work Center

15600 Jupiter Farms Rd., Jupiter, FL 33478

Meeting and Zoom Video Conference

BOARD MEETING AGENDA

- 1) Pledge of Allegiance
- 2) Landowners' Items
- 3) Consent Agenda
 - A) Approval of Minutes of Previous Meetings
 - B) Approval of Warrant List
- 4) Public Information Report
- 5) Treasurer's Report
- 6) Manager of Operations Report
- 7) Engineer's Report
 - A) Fill Permits
 - B) Section 7 Project
- 8) Attorney's Report
- 9) Old Business
 - A) Work Center Dedication
 - B) Drainage Infographic Video
 - C) Policy & Procedure Manual
- 10) New Business
 - A) Approval of Park Maintenance Contract Renewal with Schoen Property Specialists
- 11) Adjourn

Public Information Monthly Report Jan. 2022

TO: Board of Supervisors
SOUTH INDIAN RIVER WATER CONTROL DISTRICT

FROM: Dick Gruenwald Associates
DISTRICT PUBLIC INFORMATION SPECIALISTS

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

- 1) Monthly Board of Supervisors Meeting (Jan. 20) release

The following items were updated or added to the website:

- 1) Multiple copy changes on numerous pages
 - Statistics, Board Meetings, District News, District News Highlights, Staff
- 2) Monthly Meeting (Oct. 21) minutes
- 3) Board of Supervisors Monthly Meeting (Jan. 20) information and Zoom registration invitation
 - Agenda, staff reports and slide presentation

Attended Monthly Meeting (Dec. 9) at the District Office, Staff Meeting (Jan. 10) via Zoom, and two meetings with Supervisor Kennedy (Jan. 14) and week of Jan. 17.

We are completing the District Newsletter, which includes the Manager of Operations and District Engineer Annual Reports, Updated Driveway Culvert Pricing, Election Results, Dedication and Open House, Introducing New District Engineer and more. **The newsletter will be reviewed by John Meyer, Susan Kennedy, and Mike Dillon prior to being mailed out to landowners.**

We have arranged for a photographer to take portraits of Susan Kennedy and Karen Brandon for the District Office and for use on the website and print. We also are obtaining new plaques for the photo frames where required and name signage for meetings.

Donna DeNinno will take over scheduling Zoom meetings and registration invitations, as well as the preparation of meeting slide presentations.

Donna DeNinno secured four initial proposals for accessibility-compliant website development and hosting and did extensive research and prepared outlines to work with legal, Michael Howard, John Meyer, and Holly Rigsby on content and changes for the District's website. Consideration for keeping costs within budget was a primary consideration, as well as meeting the accessibility guidance. We do have the accessibility statement suggested by legal on the existing website regarding creating a new compliant site and that the District will provide content upon request to those currently unable to access any information. We are continuing work with Municode representative for recommendations and sample layouts for new site. We are continuing with the process of updating pages within the existing website that will be included in the creation of a new site once completed and reviewed by the committee and Board. Florida Senate and House bills sponsored by Florida Association of Special Districts to change requirements for special district websites was delayed several months due to Covid-19. It was signed into law on July 1, 2020. Ms. DeNinno reviewed changes with legal and reported on options at the July 16, 2020, Board Meeting. The Board unanimously approved moving forward with creating the new site based

on the latest information required by the State. Nine Portable Document Files (PDFs) that are required to be on the website have been remediated through a third-party accessibility company. As requested by the Board, we are now including Staff Reports and Presentations in addition to the Agenda for meetings. We are currently updating the materials and minutes for meetings dating back to October of 2020.

We are using new software to create these files and the meeting minutes, to create Portable Document Files that will meet accessibility compliance to the best of our ability. We also created Word templates for staff to help with their compliance for their documents that will be included on the website. It will still be necessary for more complicated files, such as Accounting information tables, or extensive documents such as Policies and Procedures or Facilities Reports to be sent out for remediation.

We are working on information to send to staff with tips for preparing accessible documents that will be used as PDF files on the website so remediation will be easier.

The District office and staff met on April 23, 2021, to review and discuss updates by Legal of the District's Policy & Procedures Manual. These revisions to Chapters 1-6 and associated Appendices have been incorporated into the manual. The District Engineer is reviewing chapters 7-9. The Procurement Policy is also being updated and will be incorporated into the manual as Chapter 10. The tracked Word document and original Appendices with notes were sent to committee chairs John Meyer and Michael Howard for review. Mike Dillon, Donna DeNinno and John Meyer met to review revisions made by staff and comments by committee chairs and discuss proposed changes to the Manual. Significant revisions have been made to date based on meeting discussion. Mike Dillon, Donna DeNinno and Mike Howard met on June 16 for additional discussion. Additional updates have been made in the interim. A Policy Committee Meeting was held on October 5, 2021, at the District Office with John Meyer, John Jones, Mike Dillon, Donna DeNinno, Bill Capko and Seth Behn in attendance and Amy Eason attending via Zoom. Three landowners also attended. The Policy and Procedures Manual Update was discussed, and additional revisions will be made. Chapters 7-10 are being updated and revised, as well as the Appendices. **John Meyers and Donna DeNinno have made additional updates and changes to Chapters 1-6 and the Table of Contents in December and January, and the latest revision has been submitted to Michael Howard, Mike Dillon, Legal, and Engineering, with comments due back by January 20.**

Discussed with John Meyer the possibility of updating the District's video **Taking Water Seriously** and putting it on the website. We are investigating costs to update the copy and video and cost for ensuring accessibility compliance. We contacted the company who created a video for Jupiter Farms Residents and discussed costs and capabilities for project for possible creation this year. **Susan Kennedy and Donna DeNinno are meeting to discuss options for public education materials, including information for the upcoming wet season and District drainage and flooding management and will update the Board at the January Board meeting.**

Susan Kennedy, Donna DeNinno and Holly Rigsby are meeting to discuss plans for the Dedication of the Work Center planned for March 19. This will be discussed under Old Business.

We continue to work with John Meyer, Susan Kennedy, and the Manager of Operations on a regular basis. We review and monitor print and online media for all District-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 e-mail.



Established 1923

15600 Jupiter Farms Road, Jupiter, Florida • (561) 747-0550 • Fax (561) 747-9182

To: Board of Supervisors

From: Charles F. Haas, Treasurer

RE: Treasurer's Report for the month of January 2022

CC: Staff

Date: January 20, 2022

Routine Business

- 1) The District received a total of \$4,947,230 in current assessments receipts from the Palm Beach County Tax Collector through January 2022.
- 2) We continue to work on the year-end close in preparation of the Audit commencement.
- 3) Following the Board's direction, we will be sending our report to the District's Public Information Officer for uploading to the website.

Board Consideration

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



South Indian River Water Control District™

Established 1923

A Florida Special District

15600 Jupiter Farms Road • Jupiter, Florida 33478-9399 • (561) 747-0550 • Fax (561) 747-9182

www.sirwcd.org

sirwcd@sirwcd.org

MEMORANDUM

TO: Board of Supervisors
FROM: Manager of Operations
SUBJECT: Manager's Report for December 3, 2021 to January 13, 2022
DATE: January 13, 2022

ADMINISTRATIVE

- 1) Reviewed 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) Reviewed Section 7 drainage with Engineer.
- 4) Requested that Palm Beach County Wildland Task Force monitor Canals in Section 33 after reports of increased ATV and motorcycle activity.
- 5) Received \$3,041.75 for Verizon cell tower lease.
- 6) Meetings with contractors to review OGEM roads for micro-surfacing.
- 7) Employees have missed approximately 220 hours due to COVID-19.
- 8) Attended Staff meeting.
- 9) Conference calls with Enercon to review plans for new telemetry system for control structures.
- 10) Fire extinguishers were serviced and some replaced as part of annual maintenance.

WATER CONTROL

- 1) Received 3.52 inches of rain this reporting period.
- 2) Crews installed 17 driveway culverts and one temporary culvert. Crews also prepared swales for two new construction culvert installs and inspected four culverts.
- 3) Terra Tech continues canal spraying for aquatic weed control.
- 4) Crews continue to inspect driveway culverts for replacement and swales continue to be re-contoured for drainage throughout the District.
- 5) Crews continue to inspect and replace drainage culverts throughout the District.

ROAD MAINTENANCE

- 1) Roads continue to be re-contoured for proper stormwater runoff.
- 2) Ranger Construction completed asphalt overlay on 159th Court North between Jupiter Farms Road and Randolph Siding Road and Haynie Lane between Indiantown Rd and 175th Road North.

Michael Dillon

Michael Dillon
Manager of Operations

Memorandum

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

CC

Subject Engineer's Report for January

From Karen D. Brandon, PE, District Engineer

Board Meeting

Date January 20, 2022

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

I. CURRENT CAPITAL IMPROVEMENTS AND OTHER DISTRICT PROJECTS

- A. Staff has executed a contract for the surveying of Canal C. Survey has been obtained. Staff prepared design cross sections and preliminary plans for the permit applications to expand and relocate Canal C to allow for maintenance on both sides of the canal. Staff is also investigating the ownership of Canal C and has attended a meeting with South Florida Water Management District (SFWMD) to discuss permitting. Per Board direction, staff submitted an LRPI grant application for this project and was ranked on August 9, 2021. Staff submitted the House of Representatives forms for submission to the Florida Legislation for consideration. In addition, staff has reached out to the Florida Department of Environmental Protection (FDEP) to discuss permitting. Staff received information from FDEP and is working with FDEP to clarify their position on the permitting.
- B. As part of the budget for this year, the board has authorized the installation of control structures on the west end of Canal E. To prepare for the design and permitting of these structures, staff has been reconciling the permit record from South Florida Water Management District (SFWMD) to prepare for the pre-application meeting of the project to determine the requirements and operation of the structure. Staff attended a meeting with SFWMD. At the meeting, staff explored an option to utilize the existing project culvert instead of installing new culverts. Staff met with Palm Beach County on August 10, 2021, to discuss the proposed improvements since the improvements would encroach on their property. Staff received the survey for the area and has begun working on the plans and cost estimates.
- C. On June 23, 2021, staff received notice from the Florida Department of Environmental Protection (FDEP) that SIRWCD received a cost reimbursement grant of \$353,650 for the Section 7 Drainage Improvement Project. Staff prepared the information for the agreement and submitted it to FDEP on August 31, 2021. FDEP executed the agreement on October 22, 2021, and the operation manager ordered three (3) risers.



Staff has been **finalizing calculations** and preparing contract documents for various components of the project to obtain costs from various contractors in accordance with SIRWCD policy and procedures. **A quarterly Progress Report was sent to FDEP on January 14, 2022. A site meeting to verify field conditions is being scheduled for next week with staff.**

II. OPERATION AND MAINTENANCE

- A. **The National Pollutant Discharge Elimination System (NPDES) Steering Committee has not held a meeting since October 21, 2021. Staff is currently working on the Annual Report. The next meeting is scheduled on January 19, 2022.**
- B. 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 (LRMCC). The LRMCC met on June 28, 2021. The meeting consisted of a workshop to discuss the organization of the Loxahatchee River Water Management Plan. LRMCC has developed a draft outline of the water management plan for stakeholders to review.
- C. Staff met with Palm Beach County on January 22, 2021 to discuss drainage within the district and filling of lots. Staff discussed the need for compensatory storage versus a regulated discharge rate for properties. Staff discussed County regulations and the need for the County to implement its regulations. At the March 25, 2021 meeting, the Board authorized staff to review Palm Beach County code and develop a letter to respond to the County on the District's position on filling of lots within the District.

On May 6, 2021, staff met with Palm Beach County on a proposal for guidance on development within SIRWCD. Staff continues to work with the County on its regulations and the impacts to SIRWCD. Palm Beach County has submitted to staff draft language to change their code to require storage within the District. Staff submitted changes to the draft language to include the items requested at the July 15, 2021 meeting.

On November 22, 2021, Palm Beach County sent staff revised draft language on the proposed lot filling code revision. The current revisions to the Unified Land Development Code (ULDC) were sent by Palm Beach County to the Florida Department of Emergency Management for review in order to meet the deadline for the next round of Comprehensive Plan Amendments **in April. Palm Beach County received comments back from FEMA, and as has also met with Northern Palm Beach County Improvement District, Lake Worth Drainage District, and Indian Trail Improvement District.**

- D. Staff forwarded the language to the Board for comment. Staff relayed comments received from board members to Palm Beach County. **Staff met with Palm Beach County on December 15 to discuss comments. At this time Palm Beach County has no plans to conduct public engagement meetings, as they believe there will be ample opportunities for the public to be involved in the approval process. Palm Beach County staff will be reaching back out to SIRWCD staff to continue discussions.**
- E. We continue to receive, review, and comment on various permit applications for projects to be constructed within the District.
- F. We continue to provide engineering assistance to the Manager of Operations, 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.