



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

December 9, 2021 – 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) Ratification of Election Results
 - A) Swearing in of Elected Board Members
- 3) Election of Officers
- 4) Appointments
- 5) Landowner Items
- 6) Consent Agenda
 - A) Approval of Minutes of Previous Meetings
 - B) Approval of Warrant List
- 7) Public Information Report
- 8) Treasurer's Report
- 9) Manager of Operations Report
 - A) Declare 710J Backhoe Surplus for Purpose of Resale
- 10) Engineer's Report
- 11) Attorney's Report
 - A) Consideration of a Resolution Regarding Final Judgement in Mellinger Right-of-Way Matter
- 12) Old Business
 - A) Discuss Update on Fill Permits
 - B) Discuss Section 7 Project
 - C) Update Discuss Plans for Work Center Dedication
- 13) New Business
- 14) Adjourn

Public Information Monthly Report Nov./Dec. 2021

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 (Dec. 9) releases

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, Elections, Culverts, Palm Beach Country Estates Park, Budget
- 2) Monthly Meeting (Aug. 19, Sept. 16) minutes
- 3) Board of Supervisors Monthly Meeting (Dec. 9) information and Zoom registration invitation
 - Agenda, staff reports and slide presentation

Attended Monthly Meeting (Oct. 21) at District Office.

We are working on the District Newsletter, which includes the Manager of Operations and District Engineer Annual Reports, Updated Driveway Culvert Pricing, Election Results and more. Due to the late return of the election results and the need to possibly include some information on the Work Center Dedication (which won't be discussed until the Board meeting), as well as the closure of the Bureau during the holidays, we plan to mail out the newsletter in early January.

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.

The 2021-22 Adopted Budget and Resolution has been remediated and put on the existing website. Donna DeNinno attended an online 4-day Accessibility & Design webinar Nov. 16-19. Word, PowerPoint, Acrobat (Portable Document Files), InDesign, Social Media, and Website fundamentals on accessibility and remediation were discussed. The seminars were informative to help create accessible documents. We will send some highlights for preparing your documents 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, Charles Haas, and Donna DeNinno made additional updates and changes to the Manual in Chapters 1-6 and Appendices, including formatting and preparation of the file to prepare it for eventual remediation.**

Discussed with Mr. 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. **One of the webinars mentioned previously discussed Audio and Video accessibility.**

Plans for the dedication of the Work Center will be discussed under Old Business.

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 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 December 9, 2021

CC: Staff

Date: December 9, 2021

Routine Business

- 1) The District received a total of \$1,124,142.90 in current assessments receipts from the Palm Beach County Tax Collector through November 2021.
- 2) We have begun working 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 October 15, 2021, to December 2, 2021
DATE: December 2, 2021

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) Attended Loxahatchee River Preservation Initiative Meeting.
- 4) Review and inspection of District facility with Egis Insurance.
- 5) Received \$3,041.75 for Verizon cell tower lease.
- 6) Operators and Staff continue to practice social distancing. No reported cases of Covid-19.
- 7) Attended Jupiter Farms Residents' Meeting.
- 8) Attended Safety Council of Palm Beach County Meeting.
- 9) Received \$3,716.74 from Preferred Government Insurance Trust through their Safety Matching Incentive Program.
- 10) Received \$9,250.00 from Palm Beach County regarding mowing contract agreement.
- 11) Meetings with Solid Waste Authority regarding erosion issues related to debris pick-up procedures.
- 12) Conducted employee safety meeting.
- 13) Operator Andy Billy celebrates 20 years with the District.
- 14) Operator Ryan Reeves celebrates 5 years with the District.

WATER CONTROL

- 1) Received 9.31 inches of rain this reporting period.
- 2) Crews installed 25 driveway culverts and seven temporary culverts. Crews also prepared swales for one new construction culvert install and inspected one culvert.
- 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) Lake Point Restoration delivered 288 tons of shell rock to District Work Center for road restoration.
- 2) Roads continue to be re-contoured for proper stormwater runoff.
- 3) Pre-Construction meeting with District Engineer and Ranger Construction to inspect roads for asphalt overlay.

Michael Dillon

Michael Dillon
Manager of Operations

Memorandum

To South Indian River Water Control District
Board of Supervisors

Subject Engineer's Report for November and December

From Amy E. Eason, PE, District Engineer

Board Meeting
Date December 9, 2021

The following is a summary of activities and communications that were of significance during the **months of November and December**. 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 also investigated the ownership of Canal C and has attended a meeting with South Florida Water Management District to discuss permitting. Per Board direction, staff submitted an Loxahatchee River Preservation Initiative grant application for this project and was ranked on August 9, 2021. Staff submitted the House of Representatives forms for submission to the Florida Legislature for consideration. In addition, staff has reached out to the Florida Department of Environmental Protection to discuss permitting. **Staff received information from the Florida Department of Environmental Protection and is working with them to clarify their position on the permitting.**
- B. As part of the budget for this year, the board authorized the installation of control structures on the west end of Canal E. To prepare for the design and permitting of these structures, staff reconciled the permit record from South Florida Water Management District and attended a pre-application meeting to determine the requirements and operation of the structure. Staff attended a meeting with South Florida Water Management District. 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 that South Indian River Water Control District 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 Florida Department of Environmental Protection on August 31, 2021. **Florida Department of Environmental Protection executed agreement and the**

operation manager ordered three (3) risers. Staff has been preparing contract documents for various components of the project **to obtain costs from various contractors in accordance with South Indian River Water Control policy and procedures.**

II. OPERATION AND MAINTENANCE

- A. On October 21, 2021, the National Pollutant Discharge Elimination System Steering Committee met. The committee discussed the Cycle 5 Interlocal Agreements. The Florida Department of Environmental Protection recognized that water control and improvement districts do not have codes, ordinances, or enforcement powers for illicit discharge enforcement. Florida Department of Environmental Protection is considering addressing this lack of legal authority within the interlocal agreements between the special districts and applicable local governments.**

The committee also presented the Year 4 annual report, Total Maximum Daily Loadings for Pine Lake and Lake Osborne, and the public education program for fiscal year 20-21. The next scheduled meeting is for January 20, 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. The Loxahatchee River Management Coordinating Council met on June 28, 2021. The meeting consisted of a workshop to discuss the organization of the Loxahatchee River Water Management Plan. Loxahatchee River Management Coordinating Council 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 South Indian River Water Control District. Staff continues to work with the County on its regulations and the impacts to South Indian River Water Control District. 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 have been sent to the Florida Department of Emergency Management for review in order to meet the deadline for the next round of Comprehensive Plan Amendments.**

Staff forwarded the language to the Board for comment. Staff relayed comments received from board members to Palm Beach County and is working with Palm Beach County on the response to comments. Staff is



arranging a meeting with Palm Beach County before the December 7 deadline. Staff will update the board at this month's meeting.

- D. We continue to receive, review, and comment on various permit applications for projects to be constructed within the District.
- E. 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.