



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

October 21, 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 Meeting
 - B) Approval of Warrant List
- 7) Public Information Report
- 8) Treasurer's Report
- 9) Manager of Operations Report
- 10) Engineer's Report
- 11) Attorney's Report
- 12) Old Business
 - A) Discuss Update on Fill Permits
 - B) Discuss Steve Hinkle Memorial
 - C) Update on Paving Petition for 76th Trail North
- 13) New Business
 - A) Discuss Scheduling of Landowners' Day
- 14) Adjourn

Public Information Monthly Report Sept./Oct. 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) Annual Landowners Meeting (*Sept. 16*) release
- 2) Monthly Board of Supervisors Meeting (*Oct. 21*) release

The following items were updated or added to the website:

- 1) Multiple copy changes on numerous pages
 - Statistics, Board Meetings, Budget and Budget Meeting, Annual Meeting, District News, District News Highlights, Culverts
- 2) Monthly Meeting (*July 15*) Minutes
- 3) Annual Landowners (*Sept. 15, 2020*) minutes
- 4) Annual Landowners and Monthly Meeting (*Sept. 16*) information and Zoom registration invitation
 - Agenda, staff reports and slide presentation
- 5) Board of Supervisors Monthly Meeting (*Oct. 21*) information and Zoom registration invitation
 - Agenda, staff reports and slide presentation

Attended Budget and Monthly Meeting (*Aug. 19*) via Zoom
Attended Annual Landowners Meeting (*Sept. 16*) via Zoom
Attended Policy Committee Meeting (*Oct. 5*) at District Office

The Welcome to the District letter for new landowners has been mailed out to new landowners.

We have begun work on the District Newsletter which includes the Manager of Operations and District Engineer Annual Reports, Updated Driveway Culvert Pricing, Election Results and more.

Donna DeNinno secured four initial proposals for ADA 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 SIRWCD 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 particular 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 FASD 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. We have completed accessibility remediation of seven PDF files that are required to be on the website 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 PDF's 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 sent out for accessibility remediation. Donna DeNinno will be attending an online 4-day Accessibility & Design webinar in November for education on Word, PowerPoint, Acrobat (PDF), InDesign, Social Media, and Website fundamentals on accessibility and remediation.

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.**

The Annual Family Day for 2022 will be discussed under New Business.

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 in next fiscal year.

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.



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To: Board of Supervisors
From: Charles F. Haas, Treasurer
RE: Treasurer's Report for the month of October 2021
CC: Staff
Date: October 21, 2021

Routine Business

- 1) As of September 30, the ending date of the 2020-21 fiscal year, the District has received all of this year's Assessment receipts for a total of \$5,595,893.69 from the Palm Beach County Tax Collector.
- 2) The District's 2021-22 Assessment Roll was certified to the PBC Tax Collector on September 2, 2021.
- 3) The 2021 Qualified Public Depositor's report has been submitted to and acknowledged by Florida Department of Financial Services.
- 4) 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).



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MEMORANDUM

TO: Board of Supervisors
FROM: Manager of Operations
SUBJECT: Manager's Report for August 12, 2021 to October 14, 2021
DATE: October 14, 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) Hired Eric Temme as Level 2 Operator.
- 4) Received and reviewed bids for Liability and Worker's Comp insurance for 2021-22.
- 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) Conducted District employee safety meeting.
- 8) Hired C.J. Temme as laborer.
- 9) Conducted District's annual inventory.
- 10) Meetings with Solid Waste Authority regarding erosion issues related to debris pick up procedures.
- 11) Will ask Board to ratify purchase of U55 excavator.**

WATER CONTROL

- 1) Received 17.80 inches of rain this reporting period.
- 2) Crews installed 40 driveway culverts eight temporary culverts. Crews also prepared swales for three new construction culvert installs and inspected two 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) Lake Point Restoration delivered 615 tons of shell rock to District Work Center for road restoration.
- 2) Roads continue to be re-contoured for proper stormwater runoff.

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 October

From Amy E. Eason, PE, District Engineer

Board Meeting
Date October 21, 2021

The following is a summary of activities and communications that were of significance during the **months of September and October**. 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 is waiting on response from FDEP.**

- 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. **The survey scope was executed this past month and survey is expected to begin next month. Staff will be prepared to update the board at this month's meeting.**

- C. At the May 20, 2021 Board Meeting, staff presented a verified petition for roadway improvements on 76th Trail N between 165th Street N and 167th Court N. The proposed project would include the installation of asphalt to approximately 1,335 LF (0.25 miles). The Board approved a motion for staff to prepare the referendum. Staff has contacted the petitioner concerning the referendum. **Staff is awaiting direction from the petitioner.**
- D. 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 is reviewing and processing the agreement. Staff has been preparing contract documents for various components of the project.**

II. OPERATION AND MAINTENANCE

- A. **On September 15, 2021, the National Pollutant Discharge Elimination System (NPDES) Steering Committee met. FDEP went over the recent audit which included additional information on outfalls, standard operational procedures, and remote audits. The committee also discussed Total Maximum Daily Loadings (TMDLs) for Pine Lake and Lake Osborne and the impact of the TMDLs on the City of West Palm Beach and Palm Beach County. The group also discussed the FDEP published draft lists from their 2020-2021 Biennial Assessment of water bodies throughout the state. Some water bodies have been added to the Planning Lists such as segments of the Loxahatchee River for nutrients and bacteria. Other items that were discussed were HB35, the new stormwater reporting requirements, and the Vision of Palm Beach County Stormwater GIS Mapping Study.**
- 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 October 7, 2021, Palm Beach County sent staff revised draft language on the proposed lot filling code revision. 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.